

## ATTENTION

The following documents appearing in FBI files have been reviewed under the provisions of The Freedom of Information Act (FOIA) (Title 5, United States Code, Section 552); Privacy Act of 1974 (PA) (Title 5, United States Code, Section 552a); and/or Litigation.

☒ FOIA/PA☐ Litigation☐ Executive Order Applied

Requester: \_\_\_\_\_

Subject: \_\_\_\_\_

Computer or Case Identification Number: \_\_\_\_\_

Title of Case: \_\_\_\_\_ Section \_\_\_\_\_

\* File \_\_\_\_\_

Serials Reviewed: \_\_\_\_\_

Release Location: \*File \_\_\_\_\_ Section \_\_\_\_\_

This file section has been scanned into the FOIPA Document Processing System (FDPS) prior to National Security Classification review. Please see the documents located in the FDPS for current classification action, if warranted. Direct inquiries about the FDPS to RIDS Service Request Unit  

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File Number: 62-144-73683 Section 4Serial(s) Reviewed: all

FOIPA Requester: \_\_\_\_\_

FOIPA Subject: \_\_\_\_\_

FOIPA Computer Number: 918504

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THIS FORM IS TO BE MAINTAINED AS THE TOP SERIAL OF THE FILE, BUT NOT SERIALIZED.

SCANNED BY DocLab (RMD)

DATE: 5/16/06

ATTENTION

LAST SERIAL: 269

DO NOT REMOVE FROM FILE

March 27, 1985

FEDERAL GOVERNMENT

Mary Ann Wallace, Director  
Agency Services Division  
Office of Records Administration  
National Archives and Records Service  
Washington, D. C. 20408

National Archives and Records Service

Dear Ms. Wallace,

Reference is made to a "Memorandum to Agency Records Officers," dated March 11, 1985, from James W. Moore, Assistant Archivist for Records Administration, concerning training opportunities offered by the agency in the area of file improvement and records disposition.

The Records Management Division (RMD), FBI, favors the continuation of D. C. area seminars for records managers and believes these seminars should focus on responsibilities of the records manager, the creation of records, what material is considered official agency records versus personal records, what records are considered historical or having research value and what criteria is used for identifying such records. It is also believed that a seminar of one-day duration and conducted annually would be adequate to address these issues.

The RMD also supports the continuation of file maintenance and records disposition workshops in the D. C. area and the regions. Topics to be addressed at these seminars should include a presentation concerning the various records systems in government, the purpose and maintenance of those systems, the preparation of the "Request for Records Disposition Authority" (Standard Form 115) and the preparation and transfer of records to the National Archives. A workshop of two days duration conducted at two- to three-year intervals is considered appropriate for these topics and exercises.

A self-study course is considered to be of little value because of the numerous questions that arise from changing events. Often the events and questions cannot be anticipated; therefore, incorporation of resolutions in a self-study course would not likely occur on a timely basis.

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Crim. Inv. 1 - Mr. Scherrer  
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(See NOTE Page 2)

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MAY 28 1985

MAIL ROOM ☒

Mary Ann Wallace  
National Archives and Records Service

The establishment of a clearinghouse for agency ideas and materials used in training records personnel is viewed as a positive and ambitious approach to a program that would likely be enhancing and responsive to many of the needs of agency personnel engaged in the management, maintenance and disposition of records. The RMD would be receptive to an invitation to participate in a program to evaluate agency ideas and material used in training records personnel.

I appreciate the opportunity of commenting on the training being offered in the areas of records management and the considerations being given to ways of improving upon this very important program.

Sincerely,

*Rus*

Robert W. Scherrer  
Section Chief  
Records Section  
Records Management Division

NOTE: Based on "Memorandum to Agency Records Officers," 3/11/85, from James W. Moore, Assistant Archivist for Records Administration, soliciting the aforementioned input.

APPROVED: \_\_\_\_\_  
Director \_\_\_\_\_  
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Rec Serv \_\_\_\_\_  
Cm/Rus

# National Archives



Washington, DC 20408

FEDERAL GOVERNMENT

JUN 26 1985

Date

Reply to  
Attn of

NI

Subject

Reservations for July 19 Seminar

To

Memorandum to Agency Records Officers

As a follow-up to our May 22 notice, we have made final arrangements for the July 19, 1985, seminar for agency records officers and other interested persons. The seminar will be held from 8:45 a.m. to 12 noon in the newly renovated NARA Theater on the fifth floor of the National Archives Building, 7th Street and Pennsylvania Avenue. Our theme will be "The Impact of Office Automation on Records Management and Archives." The program features an address by John McDonald from the Public Archives of Canada and, following some light refreshment, a panel discussion and questions from the audience. James H. Burrows of the National Bureau of Standards and Kenneth Thibodeau of the National Institutes of Health will join McDonald on a panel moderated by Frank B. Evans, NARA's Deputy Assistant Archivist for Records Administration.

Because of the broad interest in this topic, we encourage you to invite your agency's information resources manager. Due to National Archives Building security measures, advance reservations for this seminar are required. Therefore by July 12 we must receive the names of all agency personnel who plan to attend. To make reservations, please call [redacted] on [redacted] or [redacted] on [redacted]. We look forward to seeing you there.

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b7c

*James W. Moore*  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

*No action nec.  
7/2/85 ang*

62-37683-193

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File 62-37683  
National Archives and Records Administration

*-4/2/85 ang*



FEDERAL GOVERNMENT

DATE: October 22, 1985

TO: *Service*  
National Archives and Records Administration (NAAD)  
Attn: Distribution Lists  
Washington, D. C. 20408

FROM: Robert W. Scherrer, Section Chief  
Records Section  
Records Management Division

SUBJECT: ~~NARA MAILING LIST~~

Reference is made to NARA Bulletin, No. 85-3, dated September 6, 1985, which requested Federal agencies to designate a single point for control and approval of requests to be placed on a mailing list for distribution of NARA Bulletins.

Attached herewith is the completed format designating the recipient/authorizing official and quantity of NARA Bulletins requested for the Federal Bureau of Investigation.

NOTE: Based on NARA Bulletin, No. 85-3, dated 9/6/85, which requested data to establish the NARA mailing list. Copy of referenced Bulletin attached for information.

Enclosure

62-37683

- 1 - Mr. Monroe
- 1 - Mr. Scherrer
- 1 - Mr. Dudney

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Director's Sec'y \_\_\_\_\_

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MAIL ROOM

FBI/DOJ

*National Archives and  
Records Administration*  
Washington, DC 20408

*W. G. Burke*  
*11/2/85*

**NARA BULLETIN**

**NO. 85-3**

September 6, 1985

**TO: Heads of Federal Agencies**

**SUBJECT: NARA Mailing List**

1. Purpose. This bulletin requests information which will be used by the National Archives and Records Administration (NARA) to establish a mailing list for distribution of NARA bulletins.

2. Expiration date. This bulletin will remain in effect until December 31, 1985.

3. Background.

a. Public Law 98-497, the National Archives and Records Administration Act of 1984, was signed on October 19, 1984. Effective April 1, 1985, the National Archives and Records Service (a part of the General Services Administration) became an independent executive agency--NARA. NARA's regulations, including material formerly in the Federal Property Management Regulations (FPMR), are now found in 36 CFR Chapter XII.

b. NARA intends to establish a distribution system and is obtaining agency requirements for copies of NARA bulletins containing general, non-regulatory information. The same mailing list may occasionally be used to distribute regulatory changes to 36 CFR Chapter XII. We recommend that Agency Records Officers, their liaisons, and Senior Information Resources Managers receive copies of NARA bulletins.

4. Agency action. Each agency should designate a single point for controlling and approving requests to be placed on the mailing list or changes thereto. By November 1, 1985, Federal agencies desiring to be placed on the NARA mailing list should send the mailing address(es) and the quantity for each location to:

National Archives and Records Administration (NAAD)  
Attn: Distribution Lists  
Washington, DC 20408

Please call 523-3214 if you have any questions. Instructions for preparing the address(es) are on the reverse of this page.

*Frank G. Burke*  
FRANK G. BURKE  
Acting Archivist  
of the United States

62-37683-194  
ENCLOSURE

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*National Archives and  
Records Administration*

Washington, DC 20408

*Handwritten signature and initials in the top right corner.*

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National Archives and Records Administration (NAAD)  
Attn: Distribution Lists  
Washington, DC 20408

Please call 523-3214 if you have any questions. Instructions for preparing the address(es) are on the reverse of this page.

*Handwritten signature of Frank G. Burke*  
FRANK G. BURKE  
Acting Archivist  
of the United States

### INSTRUCTIONS

Each address should be typed in the following format. Only 4 lines are to be used for each address. Each line in the address area should not exceed 33 spaces. This includes letters, numbers, punctuation, and blank spaces. If you exceed 33 spaces, we will abbreviate your address which may cause internal delivery problems for your mailroom personnel. Additional addresses should be typed on bond paper in the same format.

COPIES: 2

ADDRESS

LINE 1: Robert W. Scherrer, Section Chief  
LINE 2: Records Management Division  
LINE 3: Federal Bureau of Investigation  
LINE 4: Washington, D. C. 20535

COPIES: \_\_\_\_\_

ADDRESS

LINE 1: \_\_\_\_\_  
LINE 2: \_\_\_\_\_  
LINE 3: \_\_\_\_\_  
LINE 4: \_\_\_\_\_

Please indicate below the name, title, address, and FTS phone number of the person responsible for authorizing future changes to this distribution list.

AUTHORIZING OFFICIAL

Name: Robert W. Scherrer  
Title: Section Chief, Records Section  
Address: Records Management Division  
Address: Federal Bureau of Investigation  
Address: Washington, D. C. 20535  
Telephone number: (202) 324-2307

Please include the the information listed below for the person (if different from the Authorizing Official) we can call if there are questions about your submission.

TELEPHONE CONTACT

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_

AN  
Date: December 10, 1985

To: Frank G. Burke  
Acting Archivist of  
the United States  
National Archives and  
Records Administration  
Washington, D.C. 20408

FEDERAL GOVERNMENT

From: William E. Baugh, Jr.  
Section Chief  
Property Procurement and  
Management Section  
Administrative Services Division

Subject: NARA MAILING LIST

Reference is made to your Bulletin, Number 85-3, in which you requested an agency contact point for distribution of the National Archives and Records Administration (NARA) Bulletins. The Federal Bureau of Investigation requests five copies of the NARA Bulletins be forwarded to the following address:

Federal Bureau of Investigation  
Room 6823, J.E.H. F.B.I. Building  
10th Street & Pennsylvania Ave., N.W.  
Washington, D.C. 20535

Also, the Authorizing Official for future changes is as follows:

James S. Lawless 'DE-234 62-37683-195  
Assistant Section Chief  
Room 6823, J.E.H. F.B.I. Building  
10th Street & Pennsylvania Ave., N.W.  
Washington, D.C. 20535  
Telephone: (202) 324-2143

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Exec AD LES \_\_\_\_\_  
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Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

1 - Mr. Baugh  
1 - Mr. Lawless

JSL:dld (5)

APPROVED:

Director \_\_\_\_\_

Exec. AD-Adm. \_\_\_\_\_

Exec. AD-Inv. \_\_\_\_\_

Exec. AD-LES \_\_\_\_\_

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Tech. Servs. \_\_\_\_\_

Training \_\_\_\_\_

1 - ENCLOSURE  
57 APR 3 1986

MAIL ROOM

FBI/DOJ

*National Archives and  
Records Administration*

Washington, DC 20408

**NARA BULLETIN**

**NO. 85-3**

September 6, 1985

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National Archives and Records Administration (NAAD)  
Attn: Distribution Lists  
Washington, DC 20408

Please call 523-3214 if you have any questions. Instructions for preparing the address(es) are on the reverse of this page.

*Frank G. Burke*  
FRANK G. BURKE  
Acting Archivist  
of the United States

62-37683-195  
ENCLOSURE

### INSTRUCTIONS

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COPIES: \_\_\_\_\_

ADDRESS

LINE 1: \_\_\_\_\_

LINE 2: \_\_\_\_\_

LINE 3: \_\_\_\_\_

LINE 4: \_\_\_\_\_

COPIES: \_\_\_\_\_

ADDRESS

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LINE 2: \_\_\_\_\_

LINE 3: \_\_\_\_\_

LINE 4: \_\_\_\_\_

Please indicate below the name, title, address, and FTS phone number of the person responsible for authorizing future changes to this distribution list.

#### AUTHORIZING OFFICIAL

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Please include the the information listed below for the person (if different from the Authorizing Official) we can call if there are questions about your submission.

#### TELEPHONE CONTACT

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

# National Archives



Washington, DC 20408

FEB 21 1986

## National Archives and Records Administration

MEMORANDUM TO AGENCY RECORDS OFFICERS

Traditionally the National Archives has appraised Federal records by analyzing the content and values of records at the series level. Agency records schedules are also developed and applied at the series level as the most effective records management approach. Normally, records that are scheduled for destruction after expiration of the approved retention periods (temporary records) should not be offered to NARA. However, in rare cases, particular files have research values which transcend the value of the series as a whole. Prior to disposal of the records, the records officer may recognize the significance of such files.

For instance, the Office of Personnel Management recently transferred the appeal case file of an individual who attracted Congressional and national media interest as a whistleblower. Under the approved records schedule, the entire series of records is temporary. We have appraised this particular file as archival however, because it documents, along with other records, a significant episode in the administrative history of the Federal government.

In another case, several years ago NARA accessioned records of the ill-fated Pruitt-Iago public housing project in St. Louis. Under normal circumstances, the records would have been disposable, but because of the severe social breakdown that occurred at this architectural "innovation," the records had much greater importance than other public housing files.

We appreciate the vigilance many of you have shown in contacting us about unusually significant files. Although NARA approved retention periods are mandatory, exceptions can and should be made. We encourage you to offer such files to NARA to make them available for the study of government affairs or other research purposes. Files such as those described above are rarely found in disposable series and are easy to identify.

NARA is responsible for identifying and preserving those records that have sufficient value to warrant their continued preservation. Your role in contributing to this goal is critical. We value and depend on your cooperation.

*James W. Moore*  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

MAR 28 1986

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National Archives and Records Administration

ORIGINAL FILED IN 66-18966-90



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March 3, 1986

FEDERAL GOVERNMENT

Mr. James Hastings  
Deputy Director  
Nixon Materials Project  
National Archives and Records Administration  
Washington, D.C. 20408

file

Dear Mr. Hastings:

The Research Unit of the Office of Congressional and Public Affairs has completed its new edition of "Conducting Research In FBI Records." Enclosed are three copies for your office. If you have any additions, changes or suggestions for the next edition, please send them to [redacted] Historian, Room 7350, Federal Bureau of Investigation, Ninth Street and Pennsylvania Avenue, N.W., Washington, D.C. 20535; 202-324-5611.

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66-19308-

Thank you for your assistance.

Sincerely,  
DE-159

W.3 62-37683-1910  
William M. Baker  
Assistant Director  
Office of Congressional  
and Public Affairs

Enclosures. (3)

- 1 - Mr. W. Baker
- 1 - Mr. T. Baker
- 1 - Mr. French
- 1 - Dr. Falb

Exec AD Adm. 1 - 66-19308

Exec AD Inv. \_\_\_\_\_

Exec AD LES \_\_\_\_\_

Asst. Dir.:

Adm. Servs. "Conducting Research In FBI Records."

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Telephone Rm. \_\_\_\_\_

Director's Sec'y \_\_\_\_\_

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FBI/DOJ

FEDERAL GOVERNMENT

Date: April 10, 1986

To: Mr. James Hastings  
Legislative, Judicial and Fiscal Branch  
National Archives and Records Service  
Room 11-E  
Washington, D. C. 20408

From: Assistant Director  
Records Management Division  
Federal Bureau of Investigation

Subject: Appointment of Freedom of Information/  
Privacy Acts Chief

Effective immediately, Special Agent Emil P. Moschella has been appointed Chief of the Freedom of Information/Privacy Acts (FOIPA) Section, Records Management Division, Federal Bureau of Investigation. All FOIPA mail formerly addressed to James K. Hall should now be addressed to Mr. Moschella. The address remains the same:

Mr. Emil P. Moschella, Chief  
Freedom of Information - Privacy  
Acts Section  
Federal Bureau of Investigation  
Room 6296, J. E. Hoover Building  
Tenth and Pennsylvania Ave., N. W.  
Washington, D. C. 20535

The telephone number for Mr. Moschella and FOIPA inquiries remains the same, (202) 324-5520.

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File FOIPA

September 5, 1986

FEDERAL GOVERNMENT

Mr. James Hastings *male*  
Deputy Director  
Nixon Materials Project  
National Archives and Records Administration  
Washington, D.C. 20408

Dear Mr. Hastings:

*National Archives*

The Research Unit of the Office of Congressional and Public Affairs is preparing a new edition of its booklet "Conducting Research In FBI Records." Enclosed is a copy of the 1986 edition. Please review the information about FBI records among your holdings.

If you have any additions or changes, please send them by September 30, 1986, to [redacted] Historian, Room 7350, Federal Bureau of Investigation, Ninth Street and Pennsylvania Avenue, N.W., Washington, D.C. 20535. "FBI Material In Other Federal Agencies" appears on pages 7-11; addresses are in Appendix II, pages 24-27. [redacted] would appreciate any suggestions you have for the new edition.

b6  
b7C

Sincerely,

*WMB*  
William M. Baker  
Assistant Director  
Office of Congressional  
and Public Affairs

Enclosure

V-156

DE-103

- 1 - Mr. W. Baker
- 1 - Mr. Nelson
- 1 - Mr. T. Baker
- 1 - Mr. Moran
- 1 - [redacted]
- 1 - 66-19308

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3 OCT 6 1986

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- Tech. Servs. \_\_\_\_\_
- Training \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Sec'y \_\_\_\_\_

NOTE: Mr. Hastings contributed to the 1986 edition of "Conducting Research In FBI Records."

SRF:kb (9)

*KB*

APR 3 1987

*WMB*  
*AS*

APPROVED:

Director \_\_\_\_\_  
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Exec. AD-Inv. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_

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Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_

FBI/DOJ

UNRECORDED COPY FILED IN

66-19308-

Date: November 5, 1986

TO: Frank G. Burke  
Acting Archivist of  
the United States  
National Archives and  
Records Administration  
Washington, D.C. 20408

FEDERAL GOVERNMENT

From: Oscar F. Westerfield  
Section Chief  
Property Procurement and  
Management Section  
Administrative Services Division

Subject: NARA MAILING LIST

Reference is made to your Bulletin, Number 85-3,  
in which you requested an agency contact point for  
distribution of the National Archives and Records  
Administration (NARA) Bulletins. The Federal Bureau of  
Investigation requests five copies of the NARA Bulletins be  
forwarded to the following address:

Federal Bureau of Investigation  
Room 6847, J.E.H. F.B.I. Building  
10th Street & Pennsylvania Ave., N.W.  
Washington, D.C. 20535

Also, the Authorizing Official is being changed  
due to the retirement of James S. Lawless. Future changes  
should be addressed as follows:

b6  
b7C

Unit Chief  
J.E.H. F.B.I. Building  
10th Street & Pennsylvania Ave., N.W.  
Washington, D.C. 20535  
Telephone: (202) 324-2396

62-37683-199

DEC 22 1986

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Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

1 Mr. Westerfield  
1 - Mr. Wyne

62-37683 (5)

APPROVED:

Director \_\_\_\_\_  
Exec. AD-Inv. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_

Adm. Servs. \_\_\_\_\_  
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4 APR 9 1987

MAIL ROOM

# National Archives



Washington, DC 20408

SEP 25 1986

FEDERAL GOVERNMENT

NI 13.86

MEMORANDUM TO AGENCY RECORDS OFFICERS: 1987 Training Classes

Enclosed with this memorandum are three copies of our 1987 Records Administration training brochure.

As last year, the brochure describes the two basic NARA training courses in Records Administration--Files Improvement and Disposition of Federal Records. However, this year we have also provided information on other NARA-sponsored training opportunities. I encourage you to look over the brochure and share it with your staff.

If you need more copies or more information, please call the Records Administration Information Center on 724-1471.

JAMES W. MOORE  
Assistant Archivist  
for Records Administration

2 Encls. det.  
Rm. 5640

ENCLOSURE ATTACHED  
ENCLOSURE

MAR 16 1987

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National Archives and Records Administration

64 APR 29 1987

*National Archives*  
*and Records Administration*

Washington, DC 20408

Official Business  
Penalty for Private Use, \$300

NI

Robert Scherrer  
Federal Bureau of  
Investigation  
J. E. Hoover Building Room 5634  
Washington, DC 20535



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Records Administration  
NARA-362

62-37683-200

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62-37683-200

# Records Administration Training

Fiscal Year 1987

62-37683-200

National Archives and Records Administration  
Office of Records Administration  
Agency Services Division  
Washington, DC 20408  
Telephone: 202-724-1472



The NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) provides assistance to federal agencies in understanding and carrying out their responsibilities for creating and maintaining records. To help agency employees more easily perform their records management duties, the NARA Office of Records Administration provides a variety of training opportunities, including seminars and introductory courses.

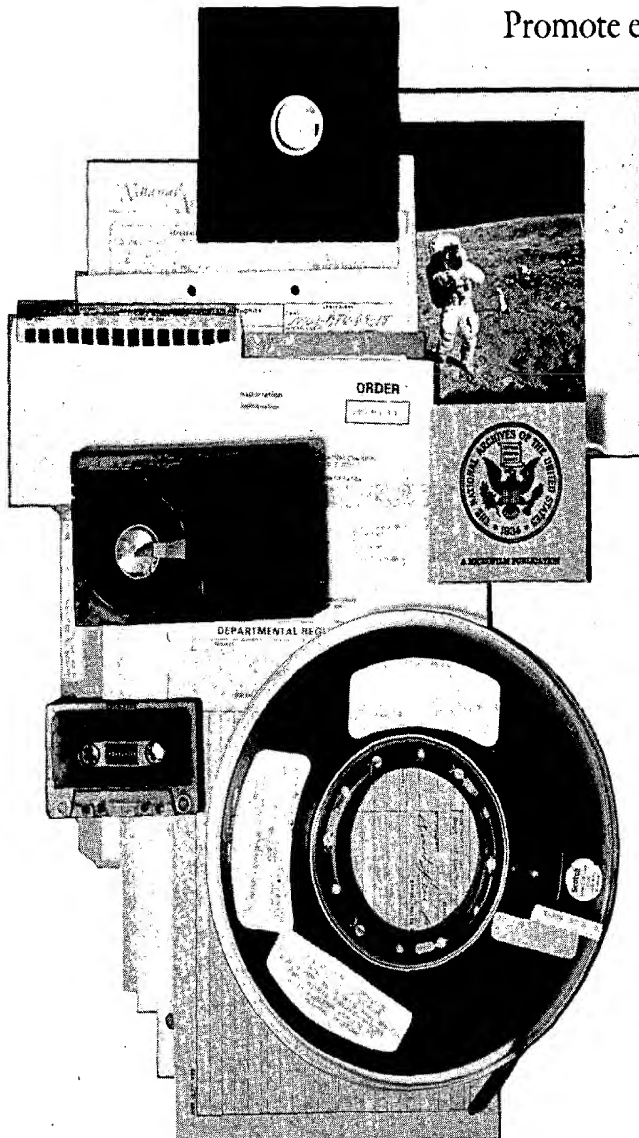
Two introductory courses are scheduled for fiscal year 1987:  
**Files Improvement** (2 days) and **Records Disposition** (3 days).

These classes prepare participants to:

Understand and meet statutory and regulatory requirements for the proper maintenance and disposition of federal records.

Promote economy and efficiency through effective filing and disposition principles and practices.

Preserve historically important records scheduled for transfer to the National Archives.



*Other records administration training programs offered by NARA are listed under "Other Training."*

# Files Improvement

A 2-day course on the basic principles and practices for arranging, maintaining, and using files.

- Explains how to establish or improve filing systems for textual and nontextual records and reference materials.
- Includes such topics as:
  - Segregating and arranging files
  - Filing less
  - Managing case files, subject files, and technical reference materials
  - Selecting filing equipment and supplies
  - Developing a vital records program
  - Maintaining electronic files
  - Evaluating files maintenance programs and practices

## DATES

December 8-9, 1986  
February 9-10, 1987  
April 6-7, 1987  
June 1-2, 1987  
August 3-4, 1987

## AUDIENCE

Files supervisors, secretaries, management assistants, program assistants, and others responsible for setting up and maintaining filing systems. Grades GS-4 through GS-9.

# Records Disposition

A 3-day course on basic principles and practices relating to options for managing federal records that are no longer in current use.

- Highlights the different characteristics of records, nonrecord materials, and personal papers.
- Describes the development of records disposition schedules, including the principles of records appraisal, the application of the General Records Schedules, and the preparation and submission of Standard Form 115, Request for Records Disposition Authority.
- Discusses the implementation of records disposition schedules, including the retirement of records to federal records centers and the transfer of permanent records to the National Archives for preservation and research.
- Shows how to evaluate records disposition programs and practices.
- Devotes a full day to electronic, audiovisual, and cartographic records.

## DATES

December 10-12, 1986  
February 11-13, 1987  
April 8-10, 1987  
June 3-5, 1987  
August 5-7, 1987

## AUDIENCE

Management analysts, files supervisors, program assistants, and others responsible for developing and implementing agency records programs. Grades GS-6 through GS-12.

## WHERE

All classes are taught in the National Archives Building, 7th St. and Pennsylvania Avenue NW, Washington, DC 20408 (unless otherwise announced).

## HOW TO REGISTER

Send a training form through authorized agency officials to:

Training Registration  
Agency Services Division (NIA)  
National Archives and Records Administration  
Washington, DC 20408

Deadlines:

Registration—3 weeks before first day of class  
Cancellation—2 weeks before first day of class

Substitution of a different attendee may be made at any time before the class begins.

## COST

Files Improvement—\$100 per enrollee  
Records Disposition—\$150 per enrollee

## OTHER TRAINING

The Office of Records Administration also presents a briefing titled "Avoiding Federal Amnesia: The Role of Electronic Records" to agencies and organizations. This briefing reviews the definition of electronic records, the potential and actual problems associated with their management, and elements of good electronic records management. In particular, the program stresses the need for cooperation among records managers, ADP managers, program managers, and information resources management officials. This briefing was developed and is presented in cooperation with the General Services Administration. It is free of charge in the Washington area.

For more information, please contact the Agency Services Division at the address shown below.

The Office of Federal Records Centers offers training both in the Washington area and in the field. The courses are offered both as classes for individuals from several agencies and as training for a group from one agency tailored to the agency's needs. The offerings include:

- **Records Management for Agency Managers.** A 2-hour briefing for agency program managers. Discusses their records management responsibilities and highlights the benefits of a good records management program. The class is provided free of charge.

• **Files Improvement and Records Disposition:** Similar to the classes with the same titles offered by the Office of Records Administration. In the Washington area these are only available as customized training for a group from one agency.

• **Using Your Federal Records Center:** A half-day introduction to federal records center operations. Explains how to transfer records to and retrieve them from a federal records center. This is offered free of charge.

For more information, please contact:  
Office of Federal Records Centers (NC)  
National Archives and Records Administration  
Washington, DC 20408  
Telephone: 202 (or FTS)—613-8389

The Office of Public Programs offers a 2-week introductory course in archives administration entitled "A Modern Archives Institute" in January and June of each year. For more information, please call 202-523-3892.

## OTHER TRAINING SERVICES

The Records Administration Information Center maintains files on other records and information management training opportunities provided by government and private organizations. It also has a small collection of training materials available for loan. For information, please call the Information Center on 202 (or FTS)—724-1471 or write in care of the Agency Services Division at the address shown below.

The Agency Services Division will also provide consultation for agencies planning their own training programs. In addition, speakers are available to address classes on selected information management topics.

## FOR MORE INFORMATION CONTACT

Agency Services Division  
Office of Records Administration  
National Archives and Records Administration  
Washington, DC 20408

Telephone: 202-724-1472

National Archives and Records Administration  
Office of Records Administration  
Washington, DC 20408

BULK RATE  
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National Archives and  
Records Administration  
Permit No.293

Memorandum



FEDERAL GOVERNMENT

Subject

Working Papers

Date

21 APR 1987.

To  
Bureau Records Officers

From *Bernard W. Bergland*  
Bernard W. Bergland  
Assistant Chief  
Records Management Section/GSS  
Justice Management Division

As a member on the National Archives and Records Administration task group examining the question of "working papers," I request your assistance in completing the attached questionnaire and returning it to me with any relevant material by COB May 1, 1987.

If you have any questions, please call me on 272-6126.

Attachment

DE-160

V-49

62-37683-201

OCT 6 1987

2-ENCLOSURE

*Pls. prepare response.  
Note deadline.*  
*B*

289  
34 OCT 30 1987

*-4 Rows*

BUREAU RECORDS OFFICERS

Thomas E. Williams  
Bureau of Prisons  
Room 331, HOLC

James L. Greene  
Drug Enforcement Administration  
Room 314, EYE

Cecil G. Christian, Jr  
Immigration & Naturalization Service  
Room 5112, CAB

Gary E. Meade  
U.S. Marshals Service  
Room 210, TCC

✓ Robert Scherrer  
Federal Bureau of Investigation  
Room 5644, JEH

Lloyd Parn  
Office of Justice Programs  
Room 352, IND

62-37683-201  
ENCLOSURE

# National Archives



Washington, DC 20408

APR 7 1987

NI 09.87

## MEMORANDUM TO SELECTED AGENCY RECORDS OFFICERS: Working Papers

We are writing to you and selected other records officers to ask for your assistance in examining the question of "working papers." We are trying to determine what additional guidance would assist agencies in handling these materials.

It appears that the term "working papers" is sometimes used to refer to at least four types of materials, in electronic as well as hard copy format.

1. Documents maintained as a temporary part of a case or project file that lack continuing significance.
2. Outlines, notes, drafts, calculations, and similar materials that are created and used in the preparation of other documentary materials.
3. Materials such as personal reminders or memo books, calendars, and appointment books, that are among an individual's or an office's working tools but do not relate to any specific finished product.
4. Reference materials such as publications and extra copies of official documents that are maintained by individuals for convenience.

As a first step in our study of working papers, we would like you to complete the attached questionnaire. We have tried to keep it brief and would appreciate your response by May 8, 1987. If you have any questions, please call [redacted] in the Agency Services Division at 724-1453. Thank you for your assistance.

b6  
b7C

*James W. Moore*  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

Attachment

62-37683-231

ENCLOSURE

# National Archives



Washington, DC 20408

FEDERAL GOVERNMENT

April 17, 1987

Mr. Allen H. McCreight  
Assistant Director  
Records Management Division  
Federal Bureau of Investigation  
U.S. Department of Justice  
Washington, DC 20535

Dear Mr. McCreight:

It gives me pleasure to invite you to a special presentation and reception to recognize the contribution of agency records officers in ensuring that today's records will be available to future generations. In addition, at the beginning of the program, we will honor three members of your staff, [redacted] for their significant contribution to the appraisal of Federal Bureau of Investigation records.

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The reception will include a viewing of the new Archives exhibit in celebration of the Bicentennial of the Constitution entitled "The American Experiment: Living with the Constitution."

The program will begin in the National Archives Theatre (5th floor) at 3:30 p.m. and will include remarks by Frank Burke, Acting Archivist of the United States, Frank McDonough, Deputy Commissioner, Information Resources Management Service, and Robert Veeder, Senior Policy Analyst, Office of Information and Regulatory Affairs, Office of Management and Budget. The reception will start at approximately 5:00 p.m. in the Archivist's Reception Room (main floor). I have enclosed a copy of the invitation.

I very much hope you will be able to attend and join with us in honoring the Federal government's records managers and, particularly, [redacted]

Sincerely,

*James W. Moore*  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

Enclosure

JMS

April 23, 1987

FEDERAL GOVERNMENT

Mr. James W. Moore  
Assistant Archivist for Records Administration  
National Archives and Records Administration  
Washington, D. C. 20408

Dear Mr. Moore:

National Archives

I was pleased to receive your invitation to the special presentation and reception during which three of my employees will be recognized by National Archives. I look forward to attending.

You may be aware Judge Webster, who was invited by the Acting Archivist, has designated me to serve as his personal representative at this ceremony. Although he is keenly aware of the efforts put forth by your staff and ours in arriving at a singularly complex records retention plan in the midst of protracted litigation, his schedule for April 29th is completely uncertain and likely to become even more so.

I am looking forward to the ceremony, exhibit and reception. Mr. Scherrer will be in contact with you with regard to such additional members of our staff as may be able to attend.

Sincerely yours,

HHM

Allen H. McCreight

62-37683-203

MAY 27 1987

MAILED 18  
APR 23 1987

1 - Mr. Baker  
1 - Mr. McCreight } detached  
1 - Mr. Scherrer } 4.23.87 HHM/JTF  
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Training \_\_\_\_\_  
Public Affs. Off. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_  
MAIL ROOM ☐



# National Archives



Washington, DC 20408

FEDERAL GOVERNMENT

April 17, 1987

Mr. William M. Baker  
Assistant Director  
Office of Congressional  
and Public Affairs  
Federal Bureau of Investigation  
U.S. Department of Justice  
Washington, DC 20535

Dear Mr. Baker:

It gives me pleasure to invite you to a special presentation and reception to recognize the contribution of agency records officers in ensuring that today's records will be available to future generations. In addition, at the beginning of the program, we will honor [redacted]

[redacted] for their significant contribution to the appraisal of Federal Bureau of Investigation records.

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The reception will include a viewing of the new Archives exhibit in celebration of the Bicentennial of the Constitution entitled "The American Experiment: Living with the Constitution."

The program will begin in the National Archives Theatre (5th floor) at 3:30 p.m. and will include remarks by Frank Burke, Acting Archivist of the United States, Frank McDonough, Deputy Commissioner, Information Resources Management Service, and Robert Veeder, Senior Policy Analyst, Office of Information and Regulatory Affairs, Office of Management and Budget. The reception will start at approximately 5:00 p.m. in the Archivist's Reception Room (main floor). I have enclosed a copy of the invitation.

I very much hope you will be able to attend and join with us in honoring the Federal government's records managers and, particularly, Special Agent [redacted]

Sincerely,

JAMES W. MOORE  
Assistant Archivist  
for Records Administration

Enclosure - det + handle

National Archives and Records Administration

ack let to  
James W. Moore  
dated 4/28/87  
JRF:WIF

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JUN 24 1987

W M B  
[signature]

# National Archives



Washington, DC 20408

APR 23 1987

FEDERAL GOVERNMENT

[Redacted] Historian

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Department of Justice  
Room 7350  
J. Edgar Hoover Building  
Washington, DC 20535

Dear [Redacted]

NATIONAL ARCHIVES

It gives me great pleasure to invite you to a special presentation and reception to recognize the contribution of agency records officers in ensuring that today's records will be available to future generations. In addition, four individuals who have worked to appraise the records of the Federal Bureau of Investigation will be honored at the beginning of the program.

The reception will include a viewing of the new Archives exhibit in celebration of the Bicentennial of the Constitution entitled "The American Experiment: Living with the Constitution."

The program will begin in the National Archives Theatre (5th floor) at 3:30 p.m. and will include remarks by Frank Burke, Acting Archivist of the United States, Francis A. McDonough, Deputy Commissioner, Information Resources Management Service, Robert Veeder, Senior Policy Analyst, Office of Information and Regulatory Affairs, Office of Management and Budget, and myself. The reception will start at approximately 5:00 p.m. in the Archivist's Reception Room (main floor). I have enclosed a copy of the invitation.

I hope you will be able to attend and join with me in honoring the Federal government's records managers.

Sincerely,

*for Frank Evans*

JAMES W. MOORE  
Assistant Archivist  
for Records Administration

Enclosure

31 JUN 24 1987

*W. M. B. / J. R.*

# *And in Recognition of the Guardians of Today's Records*

The Acting Archivist of the United States  
and  
The Assistant Archivist for Records Administration  
invite you to join us for a

## *Symposium and Reception*

Wednesday, April 29th, 1987

3:30 pm at the National Archives  
7th St. and Pennsylvania Ave, NW

### *Program*

3:30-5:00pm Symposium

*Records Management Oversight: A Look Ahead*

Welcome: Dr. Frank G. Burke  
Acting Archivist of the United States

*The GSA Perspective:* Mr. Francis A. McDonough  
Office of Information Resources Management  
General Services Administration

*The NARA Perspective:* Mr. James W. Moore  
Office of Records Administration  
National Archives and Records Administration

In the Theater

5:00-7:00pm Reception and Special Viewing  
of the Exhibit

*The American Experiment: Living With the Constitution*

In the Archivists' Reception Room and the Exhibit Hall

All Federal agency records management officials are invited  
R.S. V.P. 724-1453 or return the attached form to Agency Services Division (NIA), National Archives, Washington, DC 20408.

Name \_\_\_\_\_

Agency \_\_\_\_\_

Phone Number \_\_\_\_\_

☐ I will attend    ☐ I will not attend

Names and phone numbers of other records management officials from my agency who will attend are listed on the reverse

ENCLOSURE

We the People

of the United States, in order to form a more perfect Union, establish Justice, insure domestic Tranquillity, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do hereby adopt and establish this Constitution for the United States of America.

## Article I

Section 1. All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

Section 2. The House of Representatives shall be composed of the most numerous Branch of the People, who shall have the Qualifications requisite for Electors in the States which they represent.

No Person shall be a Representative who shall not have attained to the Age of twenty five Years, seven Years a Citizen of the United States, and when elected shall have been seven Years a Citizen of the State in which he shall be chosen.

The House of Representatives shall elect their Speaker and other Officers; and shall have the sole Power of Impeachment. The Senate shall be composed of two Senators from each State, chosen by the Legislature thereof, for six Years; and each Senator shall have the Qualifications of an Elector in the State in which he shall be chosen. The Senate shall have the sole Power to try all Impeachments, when the House of Representatives shall have impeached; and no Person shall be convicted without the Concurrence of two thirds of the Members present. The Senate shall have the Power to confirm and reject all Appointments made by the President, except Ambassadors, other public Ministers and Consuls; to advise and consent to all Declarations of War, and to grant Letters of Marque and Reprisal, and such other Powers as may be necessary and proper to carry into Execution the foregoing Powers, and all other Powers vested by this Constitution in the Government of the United States.

In Honor of the

Bicentennial of the  
Constitution

April 28, 1987

Mr. James W. Moore  
Assistant Archivist  
for Records Administration  
National Archives and  
Records Administration  
Seventh Street and Pennsylvania Avenue, N.W.  
Washington, D.C. 20408

FEDERAL GOVERNMENT

Dear Mr. Moore:

NATIONAL ARCHIVES

Thank you for inviting me to the special presentation and reception April 29, 1987, at 3:30 p.m. to recognize the contribution of agency records officers, particularly Special Agent [redacted] of our Records Management Division.

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b7C

These individuals have ensured that the most historically significant records of the FBI will be retained on a permanent basis once they cease to be of administrative use to the Bureau. The protection and permanent retention of these records is important to the mission of the Office of Congressional and Public Affairs, and I will be pleased to join you in honoring SA [redacted]

If it is my understanding that FBI Historian [redacted] who participated in the appraisal of FBI records while with the National Archives, received an invitation also. [redacted] will join me, as she indicated in her telephone conversation of April 27, with [redacted] of your office. In the event that I might be unable to attend due to unforeseeable circumstances, another appropriate representative of the Office of Congressional and Public Affairs will substitute for me.

b6  
b7C

Thank you for your thoughtfulness.

62-37683-206

Sincerely,

William M. Baker  
Assistant Director  
Office of Congressional  
and Public Affairs

JUN 24 1987

Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
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Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

1 - Mr. W. Baker (3)  
1 - Mr. McCreight  
1 - Mr. Nelson (3)  
SRF:wyx (7)

APR 29 1987

MAIL ROOM

FBI/DOJ

Mr. James W. Moore

NOTE: Acting Archivist of the United States Frank Burke and James Moore, Assistant Archivist for Records Administration, the National Archives and Records Administration (NARA), will be giving special awards to SA [redacted] Chief, Records Section; [redacted] Chief, Records Research Unit, and [redacted] Records Disposition and Archival Matters, Records Management Division, for their work in scheduling the records of the FBI. This complex procedure took over a year to develop, and was prepared in conjunction with sixteen NARA archivists, including [redacted] a NARA employee at that time. The special procedures constituted a pioneering effort in the archives field, and is of lasting significance to the archival profession. The Office of Congressional and Public Affairs has an interest any time FBI employees receive special honors, as well as an interest in the preservation of historic FBI records. This response has been coordinated with the Records Management Division. [redacted] responded to the invitations telephonically with [redacted] of Mr. Moore's office, April 27, 1987.

b6  
b7C

# National Archives



Washington, DC 20408

FEDERAL GOVERNMENT

APR 14 1987

Honorable William H. Webster  
Director  
Federal Bureau of Investigation  
U.S. Department of Justice  
Washington, DC 20535

Dear Mr. Webster:

On April 29, 1987, the National Archives is holding a symposium for Federal records managers in the National Archives theater. Following the symposium, a reception will be held in the Archivist's Reception Room. The new exhibit entitled "The American Experiment: Living with the Constitution," will be open for viewing at that time.

We have invited Special Agent [redacted] to attend. We plan to begin this event by presenting them with the Archivist's Achievement Award. I very much hope that you, too, can attend. The symposium is scheduled to run from 3:30 pm to 4:45 pm, and we have tentatively planned the presentation for 3:45. If this time is not convenient for you, the presentation could be made later.

[redacted] of my staff has already discussed the matters outlined above with Bill Baker of the FBI. If you have any questions, please call me on 523-3134.

Sincerely,

FRANK G. BURKE  
Acting Archivist  
of the United States

62-37683-207

12 JUN 2 1987

mdw  
April 23, 1987

FEDERAL GOVERNMENT

Mr. Frank G. Burke  
Acting Archivist of the United States  
National Archives and Records Administration  
Washington, D. C. 20408

Dear Mr. Burke:

I was pleased to receive your letter of April 14th announcing your symposium and inviting three of our employees to attend.

It is gratifying to see the relationship between the FBI and the National Archives has developed to the point you would choose to recognize Messrs. [redacted] with the Archivist's Achievement Award. Although many Bureau employees worked on the development of our records retention plan with you, you have correctly identified the three who were most personally responsible for our part of the transaction.

Thank you for your kind invitation as well. As I am sure you are aware, my schedule for April 29th is quite uncertain and I am therefore unable to plan to attend the ceremony. I would like to designate Assistant Director Allen H. McCreight as my personal representative and to assure you of my presence, at least in spirit. I trust your ceremony will include some acknowledgment of the role played by the late Dr. James E. O'Neil whose many contributions during the development of our program were an inspiration to all of us.

Thank you again for your kind invitation and for the professional manner with which your staff has always approached the FBI.

Sincerely yours,

Exec AD Inv. \_\_\_\_\_  
Exec AD Adm. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
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Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

1 - Mr. Baker  
1 - Mr. McCreight  
JLT:jtf  
(3)

William H. Webster  
Director

James E. Otto  
Acting for the Director

McCreight  
5829

MAIL ROOM ☒





# Washington National Records Center

Washington, DC 20409

SSP

CLASS  
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REQ

APR 7 1987

*National Archives*

Dear Records Officer:

In October, we sent you a letter about the change to the General Records Schedule (GRS) Item 1a which divides accountable officers records into "accounts and supporting documents pertaining to American Indians" and "all other accountable officer records." We also sent a listing of those accessions from your agency eligible for disposal in January 1987 which contained accountable officer records and asked that you verify that they contained no records pertaining to American Indians.

Rather than repeat this procedure every disposal quarter, we have enclosed an Accession Number Master List (01) which shows all accessions from your agency now scheduled under GRS 6/1a2 and stored at our center. If any accessions or parts of accessions deal with American Indians (GRS 6/1a1), please annotate the list to reflect this as these records must be retained indefinitely. If the accessions are correctly scheduled, please indicate this as well.

Please return the annotated list to this records center by July 1, 1987 so that our regular disposal activities can proceed. Failure to respond to this letter could impact on our ability to accept future accessions of these records. If you have any questions, please call [redacted] on FTS [redacted] or commercial (301)-763-7504.

b6  
b7c

Sincerely,

*Ferris E. Stovel*

FERRIS E. STOVEL  
Director

Enclosures

62-37683-209

ENCLOSURE

275  
AUG 8 1988

File 66-18966

16 JUL 8 1987

RECORDS



U.S. Department of Justice

Federal Bureau of Investigation

SSP.

Washington, D.C. 20535

June 9, 1987

CLASS

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REC

FEDERAL GOVERNMENT

Mr. Ferris E. Stovel  
Director  
Washington National Records Center  
National Archives and Records Administration  
Washington, D. C. 20409

*National Archives*

Dear Mr. Stovel:

This is in response to your letter, dated April 7, 1987, with attachment, regarding accountable officers records of the Federal Bureau of Investigation which are stored at the records center and whether their disposition authority is cited correctly as GRS #6, Item 1a(2).

The accessions contained in your Accession Number Master List have been reviewed, and the citations are correct as indicated. Pursuant to your request, the annotated list is being returned to you.

Sincerely,

*RW*

Robert W. Scherrer  
Section Chief, Records Section  
Records Management Division

MAILED 22

JUN 11 1987

FBI

Enclosure

66-18966

1 - Mr. Sharp (Attn: )  
Exec AD Adm. — 1 - Mr. McCreight  
Exec AD Inv. — 1 - Mr. Scherrer  
Exec AD LES — 1 - Mr. Dudney  
Asst. Dir. — 1 -   
Adm. Servs. — 1 -   
Crim. Inv. —   
Ident. —   
Insp. —   
Intell. —   
Lab. —   
Legal Coun. —   
Off. Cong. & Public Affs. —   
Rec. Mgnt. —   
Tech. Servs. —   
Training —   
Telephone Rm. —   
Director's Sec'y —

CMG:cgz (8)

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SEE NOTE PAGE TWO

*62-37683-210*

*275*  
*132 AUG 8 1988*

*73 JUL 8 1987*

MAIL ROOM

*RW*

FBI/DOJ

NOTE: Based on letter from Mr. Stovel, dated 4/7/87, which requested confirmation that FBI accountable officers records currently stored at the Washington National Records Center were disposable by GRS #6, Item 1a(2) and contained no records pertaining to American Indians, which records must be retained indefinitely. This matter was coordinated with the Voucher Unit, Voucher and Payroll Section, Financial Management Branch, Administrative Services Division, to verify that all records are correctly cited as disposable by GRS #6, Item 1a(2). The Accession Number Master List has been annotated as citing the correct disposition authority and is being returned at Mr. Stovel's request. A copy of referenced letter is attached for information.

APPROVED:

Director _____	Adm. Servs. _____	Off. of Cong. & Public Affs. _____
Exec AD-Adm. _____	Crim. Inv. _____	Off. of Lia. & Intl. Affs. _____
Exec AD-Inv. _____	Ident. _____	Rec. Mgmt. _____
Exec AD-LES _____	Inspection _____	Tech. Servs. _____
	Intell. _____	Training _____
	Laboratory _____	
	Legal Coun. _____	

228

# National Archives



Washington, DC 20408

FEDERAL GOVERNMENT

OCT 21 1987

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NATIONAL ARCHIVES

MEMORANDUM TO AGENCY RECORDS OFFICERS: List of Records Officers' memos still in effect

Attached is a list of the Office of Records Administration's numbered memos to Records Officers issued during FY 1985 through 1987 that continue to be in effect during FY 1988. Others may be discarded. If you would like a copy of any of these memos, please call [redacted] 724-1471.

b6  
b7C

FILED

*Kenneth F. Rossman*  
KENNETH F. ROSSMAN  
Acting Assistant Archivist  
for Records Administration

Attachment

62-37683-211

DEC 1 1987

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ENCLOSURE

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275  
16 DEC 15 1988

# LOG OF MEMOS TO RECORDS OFFICERS

<u>NUMBER</u>	<u>DATE</u>	<u>STATUS</u>	<u>SUBJECT</u>
<b>1985 RECORDS OFFICERS LOG</b>			
03.85	Mar. 18, 1985	Active	Procedures for notice in the <u>Federal Register</u> of proposed disposal of records
08.85	May 15, 1985	Active	Transfer of machine-readable records to the National Archives
10.85	June 11, 1985	Active	Disposition/scheduling requirements
.....			
<b>1986 RECORDS OFFICERS LOG</b>			
01.86	Oct. 18, 1985	Active	Report on the impact of <u>Federal Register</u> notices. Notification that agencies need not respond to questions posed in memo no. 03.85 of April 8, 1985.
02.86	Dec. 3, 1985	Active	Announcement opening of Records Administration Information Center. Request for materials from agencies for the information center.
03.86	Jan. 22, 1986	Active	Processing SF 115
03a.86	Feb. 21, 1986	Active	Reminder that individual files in disposable series may have archival value.
04.86	Apr. 9, 1986	Active	Improving the General Records Schedules.
05.86	Apr. 28, 1986	Active	Changes in the procedures for publishing

62-37683-211

ENCLOSURE

schedule notices in the Federal Register.

10.86	Aug. 22, 1986	Active	Identifying, Describing & Scheduling Electronic Records
12.86	Sept. 11, 1986	Active	Revision of GRS 3 Procurement Supply Grant Records
14.86	Sept. 19, 1986	Active	Reminder/Records Management in the Federal Government.

.....

**1987 RECORDS OFFICERS LOG**

02.87	NOV. 12, 1986	Active	Availability of NARA Form 14028, Information Systems Description
05.87	Dec. 5, 1986	Active	<u>Federal Register</u> Notices SF 115
06.87	Jan. 5, 1987	Active	Contractors to Develop Records Disposition Schedules
08.87	Feb. 13, 1987	Active	Audiovisual Records Management
10.87	May 14, 1987	Active	Changes to GRS 14
11.87	July 7, 1987	Active	Your Records and the NARA
12.87	July 7, 1987	Active	Archival or Potentially Archival Records
15.87	Aug. 26, 1987	Active	NARA review of agency records disposition directives and manuals.
16.87	Sept. 14, 1987	Active	Constitutional Bicentennial Posters
17.87	Sept. 14, 1987	Active	Cooperative Oral History Projects

18.87      Sept. 24, 1987      Active

Procedural change for offering records to  
NARA

19.87      Sept. 30, 1987      Active

Procedural change for offering records to  
NARA with Federal Register enclosure

doc: RO\*MEMOS:W

# National Archives



Washington, DC 20408

FEDERAL GOVERNMENT

January 6, 1988

Mr. Vernon R. Thornton  
Acting Chief, Records Section  
Federal Bureau of Investigation  
Washington, D.C. 20535

Dear Mr. Thornton:

*national ARCHIVES*

Enclosed is a Request for Disposition Authority pertaining to twelve original cartoons celebrating the twenty-fifth anniversary of J. Edgar Hoover's tenure as FBI Director. At the request of [redacted] and FBI historian [redacted] NARA recently evaluated these cartoons to determine if they have historical value.

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We have now completed our appraisal and have concluded that these records warrant permanent retention. If you concur with the disposition standards we have proposed, please sign the enclosed SF 115 and return it to us. We also would appreciate it if you would let us know whether the Bureau is aware of any copyright restrictions governing the reproduction of the cartoons.

If you have any questions, please call [redacted]

Sincerely,

*Kenneth F. Rossman*  
KENNETH F. ROSSMAN  
Director  
Records Appraisal and  
Disposition Division

*62-37683-211X*

16 FEB 10 1988

Enclosure

*ENCLOSURE*

*Myers*



**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

**N1-65-88-05P**

DATE RECEIVED

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

**Department of Justice**

2. MAJOR SUBDIVISION

**Federal Bureau of Investigation**

3. MINOR SUBDIVISION

**Records Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Vernon R. Thornton**

5. TELEPHONE EXT.

**324-4185**

DATE

ARCHIVIST OF THE UNITED STATES

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE

**1/19/88**

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

**Acting Chief, Records Section  
Records Management Division**

7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

10. ACTION  
TAKEN  
(NARS USE  
ONLY)

**1.**

**Original Cartoons Celebrating the Twenty-Fifth Anniversary of J. Edgar Hoover as Director of the Federal Bureau of Investigation.**

Twelve original cartoons presented to the Federal Bureau of Investigation by prominent American cartoonists in commemoration of John Edgar Hoover's twenty-fifth anniversary as FBI Director on May 10, 1949. Illustrators include Tom Fitzpatrick; Chester Gould; Phil Davis; Milton Caniff; Vic Vac; Gus Edson; J. Litchy; Howard Chandler Christy; Ed Reed; Alfred Andriola; Mel Graff; Kemp Starrett; and Harold Gray. Among the famous cartoon characters portrayed as congratulating Director Hoover are Little Orphan Annie, Steve Canyon, Kerry Drake, Mandrake the Magician, and Dick Tracy. The cartoons, most of which measure 12" x 16," are bound in a leather case. Disposition: Permanent. Offer to the National Archives immediately.

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62-37683-211X

## INSTRUCTIONS

### GENERAL

Use Standard Form 115 (available from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115-A (available from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, DC 20408) to obtain authority to dispose of records or to request the scheduling of records for permanent retention. Detach the fifth copy from the set and keep it as your reference copy. Submit the first four copies of the set to the National Archives and Records Service (NARS). NARS will later return one copy to the agency as notification of the items authorized for disposal or scheduled for permanent retention. This copy will also indicate any items withdrawn or disapproved for disposition. Written approval from GAO must accompany each SF 115 requiring Comptroller General concurrence.

Offer nonrecurring series of records eligible for immediate transfer to the National Archives by submitting a Standard Form 258, Request to Transfer, Approval, and Receipt of Records to National Archives of the United States. Do not submit an SF 115 to offer such records.

### SPECIFIC

Entries 1, 2, and 3 should show what agency has custody of the records identified on the form and should contain the name of the department or independent agency and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 must be signed and dated on the four copies submitted by the agency official authorized to certify that the proposed retention periods reflect agency needs. Unsigned SF 115s will be returned to the agency without action. The number of pages involved in the request should be indicated.

One box under Entry 6A, GAO concurrence, must be checked. If neither box is checked, the form will be returned to the agency without action.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc. Subcomponents of items may be numbered consecutively as 1a, 1b, 1c, etc.

Entry 8 should describe the records to be scheduled. Follow these steps in describing the records:

(1) Include centered headings for appropriate groups of items to indicate the office of origin if all records described on the form are not those of the same office or if they are records created by another office or agency as, for example, records inherited from a defunct agency.

(2) Identify any nontextual records, such as photographic records, sound recordings, maps, architectural drawings, or machine-readable tapes or disks, as separate and distinct items.

(3) Describe completely and accurately each series of records proposed for disposal or scheduled transfer to the National Archives. See 41 CFR 101-11.4 for more detailed requirements. Failure to comply with the provisions of that regulation will result in the return of the SF 115 for corrective action.

(4) Provide clear disposition instructions for each item and subitem. These instructions should include file breaks; the time after which records are to be retired to Federal records centers, if applicable; for temporary records, the time after which they may be destroyed; and for permanent records, the time after which they will be transferred to the legal custody of the National Archives.

(5) If immediate disposal is requested for past accumulations of records, indicate the volume and inclusive dates of the records, and the Federal records center accession and box numbers, if applicable.

(6) If future or continuing disposal authority is requested for records that have accumulated or will continue to accumulate, express the retention period in terms of years, months, etc., or in terms of future actions or events. Ensure that any future action or event that must precede disposal is objective and definite. Instructions for scheduled transfer of permanent records to the National Archives must also follow these guidelines.

(7) If records are to be destroyed after microcopying or conversion to machine-readable media, schedule both the original paper copy and film or machine-readable file. If records are filmed, include on the SF 115 the certifications required by 41 CFR 101-11.5. Failure to do so will result in the return of the SF 115 without action.

Entry 9 must include the previous NARS job and item numbers; General Records Schedule and item numbers, if applicable; and agency directive or manual and item numbers, if applicable, as required by 41 CFR 101-11.4. Leave column 9 blank only if the items are being scheduled for the first time. For all other items, it is mandatory to provide information on superseded schedules or GRS cross-references. If such information is missing from column 9, the SF 115 will be returned without action.

Entry 10 is for NARS use only and should be left blank.



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

January 21, 1988

Mr. Kenneth F. Rossman  
Director  
Records Appraisal and Disposition Division  
National Archives and Records Administration  
Washington, D.C. 20408

Dear Mr. Rossman:

This will acknowledge receipt of your letter dated January 6, 1988, with attached SF 115, regarding the disposition of original cartoons presented to Mr. Hoover on the occasion of his Twenty-fifth Anniversary as Director of the Federal Bureau of Investigation. The appropriate number of copies of your completed SF 115 are being returned with my signature.

In response to your inquiry, we have been unable to determine whether any copyright restrictions exist which would prohibit reproduction of the cartoons.

Please do not hesitate to contact me if I can provide assistance in this matter. Also, I want to take this opportunity to extend my best wishes for 1988 to you and your staff.

Sincerely,

Vernon R. Thornton  
Acting Section Chief  
Records Section  
Records Management Division

62-37683-2111

16 FEB 10 1988

APPROVED:

Director  
Exec AD-Adm.  
Exec AD-Inv.  
Exec AD-LES

Off. of Cong. & Public Affs.  
Off. of Legal Coun.  
Off. of Ident. & Insp.  
Off. of Intell.  
Off. of Lab.  
Off. of Plan. & Insp.  
Off. of Rec. Mgmt.  
Off. of Tech. Servs.  
Training

Enclosure

1 - Mr. Ahlerich (Attn: [redacted])  
1 - Mr. McCreight  
1 - Mr. Thornton  
1 - Mr. Dudney

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b7C

SEE NOTE PAGE 2

CMG:crs (7)

Rec. Mgmt. [initials]

Training [initials]

Off. of Cong. & Public Affs.

Off. of Ident. & Insp.

Off. of Lab.

Off. of Plan. & Insp.

Off. of Rec. Mgmt.

Off. of Tech. Servs.

Training

MAIL ROOM ☐

Returned direct  
to NARA by Dr.  
Fairbairn, NARA,  
1/22/88  
any

Mr. Kenneth F. Rossman  
Director  
Records Appraisal and Disposition Division  
National Archives and Records Administration  
Washington, D.C. 20408

NOTE: Based on Milt Ahlerich memorandum to Mr. McCreight, dated 10/30/87, captioned "J.E. Hoover Memorabilia Stored in Tour Route Space", the National Archives and Records Administration (NARA) was contacted to appraise items of the Hoover memorabilia collection. NARA subsequently determined that a bound volume of original cartoons presented to Mr. Hoover on his 25th Anniversary as Director of the FBI was historically valuable and warranted permanent retention. By letter dated 1/6/88 (attached), Mr. Rossman furnished the completed SF 115 for signature (procedure for unscheduled records), which is now being returned to him. A copy of the SF 115 is attached for record purposes.

APPROVED: _____	Adm. Servs. _____	Off. of Cong. & Public Affs. _____
	Crim. Inv. _____	Off. of Lia. & Intl. Affs. _____
	Ident. _____	Rec. Mgmt. _____
Director _____	Inspection _____	Tech. Servs. _____
Asst. Dir. AD-Adm. _____	Intell. _____	Training _____
Asst. Dir. AD-Inv. _____	Laboratory _____	
Asst. Dir. AD-LES _____	Legal Coun. _____	

55P

CLASS

SEC'D

SEP

REC

February 17, 1988

Mr. Quinlan J. Shea, Jr.  
The National Security Archives  
Suite 500  
1755 Massachusetts Avenue, N.W.  
Washington, D. C. 20036

Dear Mr. Shea:

Reference is made to your Freedom of Information Act (FOIA) requests concerning Oliver "Buck" Revell and various other individuals and organizations or companies.

A search of our records has located a considerable amount of material apparently responsive to your requests numbered FBI 009-019, and our numbers 288,217 through 288,246 and 288,410. A large portion of the material is related to the investigation being conducted at the direction of the Office of Independent Counsel (OIC) concerning the sale of arms to Iran and the possible diversion of proceeds from those sales to Nicaraguan "Contras."

In your September 15, 1987, letter you stated "The National Security Archive is significantly involved in disseminating information to the public concerning the so-called Iran-Contra investigation, and various related matters. It was in this context that information was requested on Mr. Revell."

In order to expedite your requests, the statement in your September 15, 1987, letter is being applied to the series of requests listed above. Contacts are being made with the OIC to obtain their views about the release of this material. Please inform us if you are interested in material about the subject matters you have requested which is not related to the Iran-Contra investigation.

Your request for a waiver of fees is also being considered and you will be informed when a decision is made.

Sincerely yours,

/s/

Emil P. Moschella, Chief  
Freedom of Information-  
Privacy Acts Section  
Records Management Division

Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
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Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Off. Liaison &  
Int. Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

JCF:PLP:jmr:cap(3)

65 MAY 01 1988

REGISTERED

Date: April 1, 1988

To: Dwight D. Eisenhower Library  
National Archives and Records Service  
Southeast Fourth Street  
Abilene, Kansas 67410

Attention: Mr. Martin M. Teasley  
Assistant Director

From: Gary L. Stoops  
Security Programs Manager

Subject: MAILING ADDRESS FOR MANDATORY DECLASSIFICATION REVIEWS

Reference is made to your letter dated March 23, 1988,  
concerning new Defense Courier Service (DCS) geographic routing  
codes effective on April 1, 1988.

Enclosed is the updated information you requested  
regarding the mailing address.

We are returning your letter and the mailing list.

*Copies maintained in Room 4362 MDM 3/31/88*  
Enclosures (2)

1 - Mr. Stoops  
1 - Mr. Whaley  
MDM:kmw (5)

*Records*  
*file in*  
*62-119783*

*SDP*

MAILED 12

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FBI

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*62-37683-213*

2 APR 20 1988

Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Lab. \_\_\_\_\_  
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Off. Cong. &  
Public Affs. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

MAIL ROOM

65 MAY 02 1989

*WHALEY - 4*



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

January 18, 1989

Director  
Policy and Program Analyst Division  
National Archives and Records Administration  
Washington, D.C. 20408

Dear Sir:

This is in response to your memorandum to Agency Records Officers, dated December 9, 1988, soliciting comments regarding draft regulations on electronic records management.

Electronic records have proliferated at virtually an uncontrollable pace within the Federal Government, and are kept on a variety of media, on a variety of hardware, and utilizing a variety of software. With the exception of optical disk, the media on which electronic material is created, are all ephemeral and reusable. Users of data and word processing often assume that anything created in an electronic mode is temporary. To dispel this assumption, the following suggestions are offered:

- Requirements for designating an electronic record, the record copy, should be clearly written in to the regulations. [1234.10 (c), (g), (k); 1234.22 (b)]
- Definitions and examples of unique, substantive information likely to appear in electronic form should be clearly set forth and circulated to all program management personnel and their staff. [1234.10 (c), (g); 1234.23 (b)]
- An "Archival" mechanism should, if possible, be built in to all specifications for electronic records systems to include personal, mini and micro computers, thereby making it easy to save unique, substantive electronic images. [1234.10 (d); 1234.28 (a)]
- Alternative media to floppy disk, and the software to achieve a transfer of permanent items to this media should be identified. [1234.28 (b), (f), (g)]

Exec AD Adm. \_\_\_\_  
Exec AD Inv. \_\_\_\_  
Exec AD LES \_\_\_\_  
Asst. Dir.:

Adm. Servs. \_\_\_\_  
Crim. Inv. \_\_\_\_ 66-18966  
Ident. \_\_\_\_ 1 - Mr. McCreight  
Insp. \_\_\_\_ 1 - Mr. Christensen  
Intell. \_\_\_\_ TBD:cfs (7)  
Lab. \_\_\_\_  
Legal Coun. \_\_\_\_  
Off. Cong. & Public Affs. \_\_\_\_  
Rec. Mgnt. \_\_\_\_  
Tech. Servs. \_\_\_\_  
Training \_\_\_\_  
Telephone Rm. \_\_\_\_  
Director's Sec'y \_\_\_\_

APPROVED:

Director  
Exec. AD-Adm.  
Exec. AD-Inv.  
Exec. AD-LES

Adm. Servs. \_\_\_\_  
Crim. Inv. \_\_\_\_  
Ident. \_\_\_\_  
Insp. \_\_\_\_  
Intell. \_\_\_\_  
Laboratory \_\_\_\_  
Legal Coun. \_\_\_\_  
Off. of Cong. & Public Affs. \_\_\_\_  
Off. of Lia. \_\_\_\_  
Rec. Mgnt. \_\_\_\_  
Tech. Servs. \_\_\_\_  
Training \_\_\_\_

1 - Mr. Thornton  
1 - Mr. Dudney

(CONTINUED - OVER)



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b7C

FBI/DOJ

Letter to: Director  
Policy and Program Analyst Division  
National Archives and Records Administration  
Washington, D.C. 20408

Several terms used in the regulations are unclear; therefore, it is suggested that the National Archives and Records Administration (NARA) may wish to consider including a section in the regulations that define these and other terms. To illustrate, recording mode information; recording system information; vital, permanent and unscheduled electronic records; and numeric data files. [1234.20]

The requirement for an accurate inventory of all electronic records systems is also unclear. Does NARA envision a list that is comparable to Systems of Records on file by Privacy Act notices, or more comparable to the ADPT Security Officer's list of data bases compiled pursuant to the Computer Security Act of 1987? [1234.10 (f)]

Requirements for data bases, numeric data files, and text information in an office automation system are discussed in the draft regulations. What are the provisions for non-text information such as recorded voice messages, tapes, etc.? [1234.20]

External labels for magnetic tapes used to store permanent or unscheduled electronic records are discussed. Again, the meaning of "numeric data files" is unclear. Perhaps if this term is defined, the necessity for maintaining different information on the external label will be apparent. [1234.28 (g), (6)]

The FBI endorses the proposed regulations concerning electronic records; however, the foregoing issues and observations are submitted for consideration.

As you are aware, 36 CFR 1220.14 (d), defines "agencies" as a department, thus the FBI, as a component of the Department of Justice, will support and comply with records management policy approved and promulgated by the Department of Justice and the NARA.

Sincerely,

Vernon R. Thornton  
Acting Section Chief  
Records Section  
Records Management Division



December 15, 1988

MEMORANDUM TO ASSISTANT DIRECTORS: ✓ AHLERICH  
BAYSE  
CASTONGUAY  
CLARKE  
DAVIS  
GAVIN  
GEER  
GREENLEAF  
SHARP  
YORK

RE: DRAFT REGULATIONS ON ELECTRONIC  
RECORDS MANAGEMENT

The enclosed letter and draft regulations regarding the management of electronic records was forwarded to the FBI by the National Archives and Records Administration (NARA), for the purpose of providing the Records Officer and Program Managers involved in electronic records an opportunity to comment on the draft regulations.

The enclosed material should be reviewed by appropriate personnel and comments and observations forwarded to the Records Management Division, Attention: Records Section, Records Research Unit. The format of comments and observations may be informal; however, terminology/phraseology should be suitable for inclusion in a formal response to NARA by the RMD.

Comments and observations should be submitted by close of business January 13, 1989, to enable RMD to respond to the NARA deadline which has been extended from January 4 to January 18, 1989.

*Alm*  
Allen H. McCreight  
Assistant Director  
Records Management Division

Enclosure *SK*

- 1 - Mr. Tierney
- 1 - Mr. Christensen
- 1 - Mr. Thornton
- 1 - Mr. Dudney

TBD:crs (5)  
*79*

*62-27683-214*  
ENCLOSURE

# National Archives



Washington, DC 20408

DEC 9 1988

NI 06.89

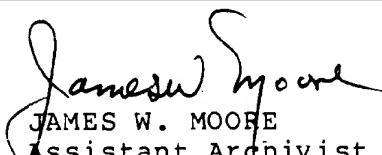
MEMORANDUM TO AGENCY RECORDS OFFICERS: Draft regulations on electronic records management

The attached proposed rule on the management of electronic records was published in the Federal Register (Vol. 53, No. 233) on Monday, December 5, 1988. A notice to issue identical regulations was published simultaneously by the General Services Administration at FIRM 201-45.2. We are sending you this copy to ensure that you have the opportunity to review and comment on the proposal.

Along with records managers, the management of electronic records involves information resources, ADP, and program managers. Therefore, we urge you to involve these individuals in the review of this proposed rule.

Comments are to be sent to the Director, Policy and Program Analysis Division, National Archives and Records Administration (NAA), Washington, DC, by January 4, 1989. If you have any questions, please call [redacted] or [redacted].

b6  
b7C

  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

Attachment

different statutory authorities and serve different purposes, the Coast Guard proposes to separate the contents of existing Part 110 into two parts: Subpart A, Special Anchorage Areas, will remain in Part 110 and Subpart B, Anchorage Grounds will become Part 111. The distinction between special anchorage areas and anchorage grounds can best be drawn by separating them into two parts, each with its own distinct statutory authority.

Comments from Coast Guard field offices pointed out the need to amend anchorage descriptions currently in the CFR because buoy numbers or landmarks referred to as part of anchorage descriptions have changed or no longer exist. Currently, a variety of reference points, including buoys, piers, property boundaries, streets, yacht clubs, etc. are used in Part 110 to describe the boundaries of special anchorage areas and anchorage grounds. The Coast Guard proposes to standardize the format for anchorage descriptions by using latitudes and longitudes, expressed in degrees, minutes, and seconds, to the nearest tenth. This format would eliminate the need for future rulemaking merely to correct anchorage descriptions when a landmark no longer exists, or when buoys are renumbered but the anchorage boundaries have not changed. Figure 1 is an example of a present anchorage description and how it would appear in the proposed standardized format. Although the description format is different, the existing anchorage boundaries and location are not changed. The anchorage remains as presently charted.

#### Regulatory Evaluation

These regulatory changes are considered to be non-major under Executive Order 12291 and non-significant under the DOT regulatory policies and procedures (44 FR 11034; Feb. 28, 1979). The economic impact of this amendment has been found to be so minimal that further evaluation is unnecessary. The Coast Guard certifies that this rule, if promulgated will not have a significant economic impact on a substantial number of small entities.

#### Federalism

This rulemaking has been analyzed in accordance with the principles and criteria contained in Executive Order 12612, and it has been determined that this rulemaking does not have sufficient federalism implications to warrant the preparation of a Federalism Assessment.

Dated: September 21, 1988.

R.T. Nelson.

Rear Admiral, U.S. Coast Guard; Chief, Office of Navigation Safety and Waterway Services.

#### Figure 1

##### Present

§ 110.95 Newport Bay Harbor, Calif.

(d) Area A-4. South of a line bearing 268° from Newport Bay Channel Light 11, this line being the south line of the main fairway; north of a line parallel to and 200 feet from the pier-head line off 11th and 8th Streets; and west of a line bearing 203° from Newport Bay Channel Light 12, passing through the pierhead line at the east end of Lido Isle.

##### Standardized

§ 110.95 Newport Bay Harbor, CA

(d) Area A-4. South of Lido Island. The waters bounded by a line connecting the following points:

Latitude	Longitude
33°36'28.1" N.....	117°54'31.2" W
33°36'23.9" N.....	117°54'33.8" W
33°36'26.5" N.....	117°54'47.4" W
33°26'27.9" N.....	117°54'47.0" W

and thence to the point of beginning.

[FR Doc. 88-27935 Filed 12-2-88; 8:45 am]

BILLING CODE 4910-14-M

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### 36 CFR Part 1234

#### Electronic Records Management

**AGENCY:** National Archives and Records Administration.

**ACTION:** Notice of proposed rulemaking.

**SUMMARY:** Because of technological changes, NARA is proposing to revise its regulations concerning Federal agencies' electronic records. This revision mandates procedures to manage electronic records, to provide for the selection and maintenance of electronic storage devices, and to follow the legal requirements for the disposition of such records. As a result, regulations will more effectively deal with the issues associated with data base management systems and office automation technologies. Identical regulations will be issued simultaneously by the General Services Administration and published at FIRMR 201-45.2.

**DATE:** Comments must be received by January 4, 1989.

**ADDRESS:** Comments should be sent to Director, Policy and Program Analysis Division, National Archives and Records Administration (NAA), Washington, DC 20408.

#### FOR FURTHER INFORMATION CONTACT:

Adrienne C. Thomas or Nancy Allard at 202-523-3214 (FTS 523-3214).

**SUPPLEMENTARY INFORMATION:** NARA's current electronic records management regulations were in large part developed when processing numeric data on mainframe computers in a batch mode with compiler programs was state-of-the-art data processing. Since those regulations were developed, technology has advanced, especially in the areas of data base management systems and online access. Magnetic computer tape storage is now supplemented by a variety of direct access storage devices. Centralized data processing has been transformed by the spread of official automation technologies, such as word processing, spreadsheets, electronic calendaring, electronic messaging, and data base management systems.

Because of these changes in technology, in 1985 NARA issued a bulletin that provided extensive advice and information about the management of records created, stored, or transmitted using microprocessors. This bulletin was reissued in February 1987 as NARA Bulletin No. 87-5. This proposed rule further updates NARA guidance on electronic records management by issuing new or revised regulations in those areas where clear procedures have been developed. Namely, the regulation requires agencies to establish an administrative structure to deal with electronic records, to implement procedures for the selection and maintenance of electronic storage devices, and to follow the legal requirements for the disposition of such records.

This rule is not a major rule for the purposes of Executive Order 12291 of February 17, 1981. As required by the Regulatory Flexibility Act, it is hereby certified that this proposed rule will not have a significant impact on small business entities.

#### List of Subjects in 36 CFR Part 1234

Archives and records.

For the reasons set forth in the preamble, NARA proposes to revise Part 1234 of Chapter XII of Title 36 of the Code of Federal Regulations as follows:

**PART 1234—ELECTRONIC RECORDS MANAGEMENT**

Sec.

**Subpart A—General****1234.1 Scope of part.****Subpart B—Program Requirements****1234.10 Agency responsibilities.****Subpart C—Standards for the Creation, Preservation, and Disposition of Electronic Records****1234.20 Creation and use of data bases and numeric data files.****1234.22 Creation and use of text information in an office automation system.****1234.24 Judicial use of electronic records.****1234.26 Security of electronic records.****1234.28 Selection and maintenance of electronic records storage media.****1234.30 Retention of electronic records.****1234.32 Destruction of electronic records.**

Authority: 44 U.S.C. 2904, 3101, 3102, and 3105.

**Subpart A—General****§ 1234.1 Scope of part.**

This part establishes the basic requirements related to the creation, maintenance, use, and disposition of electronic records, which include all data files and data bases as well as text information in an office automation system. Unless otherwise noted, these requirements apply to all electronic records, systems, whether on microprocessors, mini- or main-frame computers, regardless of storage media, in network or stand-alone configurations. Guidance on electronic records management and related issues may be obtained from the National Archives and Records Administration, Agency Services Division (NIA), Washington, DC 20408 and the General Services Administration, Office of Innovative Office Systems (KO), Washington, DC 20405.

**Subpart B—Program Requirements****§ 1234.10 Agency responsibilities.**

The head of each Federal agency shall establish a program for the management of electronic records that incorporates the following elements:

(a) Assigning to an office of the agency the responsibility to develop and implement an agencywide program for the management of all records created, received, maintained, used, or stored on electronic media; and notifying the National Archives and Records Administration, Office of Records Administration (NI), Washington, DC 20408 and the General Services Administration, Regulations Branch (KMPR), Washington, DC 20405, of the assignment.

(b) Integrating the management of electronic records with other records and information resources management programs of the agency by requiring close coordination between the office designated in § 1234.10(a) and the office assigned overall records management responsibility in accordance with § 1220.40 of this chapter, if the two are different.

(c) Issuing a directive establishing program objectives, responsibilities, and authorities and disseminating the directive throughout the agency as appropriate.

(d) Establishing procedures for the participation of records management officials in the approval review process for new electronic records systems or enhancements to existing systems.

(e) Ensuring that adequate training is provided for users of electronic records systems in the operation, care, and handling of all systems equipment and media.

(f) Developing and maintaining a complete and accurate inventory of all electronic records systems. The inventory should include: Name and control number of records system and any implementing directives; purpose(s) and uses of the system; programs and program offices supported by the system; system manager; information content of the system including major outputs; software environment; date of first input; location of documentation needed to read and understand the information in the system; identification of restricted information; authorized disposition of the electronic records as determined by General Records Schedule (GRS) 20, Electronic Records, GRS 23, Records Common to Most Offices Within Agencies, or a NARA-approved records schedule; the disposition authority citation; and the location of any storage media containing permanent or unscheduled records.

(g) Specifying the location, manner, and media in which records will be maintained to meet operational and archival requirements.

(h) Developing and securing NARA approval of records disposition schedules, and ensuring implementation of their provisions.

(i) Issuing internal agency procedures for system documentation of software and electronic records including application programs, functional and operational flowcharts, and output format plans for all applications; record layouts and codebooks and basic machine run instructions (run books) for batch processing applications; and data dictionaries and software user guides for data base management systems.

(j) Specifying the method of implementing controls over national security-classified, sensitive, proprietary, and Privacy Act records stored and used electronically.

(k) Establishing procedures to ensure that contractors deliver to the agency those data files, data bases, and related documentation that are necessary to provide adequate and proper documentation of agency functions, policies and activities, and to protect legal and financial rights of the Government and of persons directly affected by the agency's activities (see Part 1222 of this chapter).

(l) Ensuring compliance with applicable governmentwide policies, procedures, and standards such as those issued by the Office of Management and Budget, the General Services Administration, the National Archives and Records Administration, and the National Institute of Standards and Technology.

(m) Reviewing electronic records systems periodically for conformance to established agency procedures, standards, and policies as part of the periodic reviews required by 44 U.S.C. 3506. The review should determine if the data files and data bases have been properly identified and described, and whether the schedule descriptions and retention periods reflect the current informational content and use. If not, or if substantive changes have been made in the structure, design, codes, purposes, or uses of the system, submit an SF 115, Request for Records Disposition Authority, to NARA.

**Subpart C—Standards for the Creation, Preservation, and Disposition of Electronic Records****§ 1234.20 Creation and use of data bases and numeric data files.**

Agencies shall maintain adequate and up-to-date technical and informational documentation for data files and data bases. Minimum documentation required is a narrative description of the system; physical characteristics; recording mode information, including the coding structure (code books); recording system information; and a record layout that describes each field including its name, size, starting or relative position, and a description of the form of the data (such as alphabetic, zoned decimal, packed decimal, or numeric), or a data dictionary or the equivalent information associated with a data base management system including a description of the relations between data elements in relational data bases.

**§ 1234.22 Creation and use of text information in an office automation system.**

(a) In office automation systems which maintain the official file copy of documents on electronic media, the software shall meet the following minimum requirements:

(1) Provide a method for all authorized users of the system to retrieve desired documents, such as an indexing or text search system;

(2) Provide an appropriate level of security to ensure integrity of the documents;

(3) Provide a standard interchange format when necessary to permit the exchange of documents on electronic media between computers using different software/operating systems and the conversion or migration of documents on electronic media from one system to another; and

(4) Accommodate, when necessary, the requirements for transporting permanent records to NARA (see § 1228.188 of this chapter).

(b) Before a document is created electronically on office automation systems which will maintain the official file copy on electronic media, each document shall be identified sufficiently to enable authorized personnel to retrieve, protect and dispose of documents in the system. Appropriate identifying information for each document maintained on the electronic media may include: office of origin, file code, key words for retrieval, addressee (if any), signator, author, date, authorized disposition (coded or otherwise), and security classification (if applicable). Agencies shall ensure that records maintained in such systems can be correlated with related records on paper, microform, or other media.

**§ 1234.24 Judicial use of electronic records.**

Electronic records may be admitted in evidence to Federal courts for use in court proceedings (Federal Rules of Evidence 803(6)) if trustworthiness is established by thoroughly documenting the recordkeeping system's operation and the controls imposed upon it. Agencies should implement the following procedures to enhance the legal admissibility of electronic records.

(a) Document that similar kinds of records generated and stored electronically are created by the same processes each time and have a standardized retrieval approach.

(b) Substantiate that security procedures prevent unauthorized modification of a record and ensure system protection against such problems as power interruptions.

(c) If a vital record is kept in electronic form, document the vital records procedures, including a description of the informational content of the various generations, i.e., the original and vital record copies.

(d) Identify the electronic media on which records are stored throughout their life cycle, the maximum time span that records remain on each storage medium, and the NARA-approved disposition of all records.

(e) Coordinate all of the above with legal counsel and senior IRM and records management staff.

**§ 1234.26 Security of electronic records.**

Agencies shall implement and maintain an effective records security program which incorporates the following:

(a) Ensures that only authorized personnel have access to electronic records.

(b) Provides for adequate backup and recovery of records to protect against information loss.

(c) Ensures that appropriate agency personnel are trained to safeguard sensitive or classified electronic records.

(d) Prevents the unauthorized alteration or erasure of electronic records.

(e) Ensures that electronic records security is included in computer systems security plan prepared pursuant to the Computer Security Act of 1987 (40 U.S.C. 759 note).

**§ 1234.28 Selection and maintenance of electronic records storage media.**

(a) Agencies shall select appropriate media and systems for storing agency records throughout their life cycle, which meet the following requirements:

(1) Permit easy retrieval in a timely fashion;

(2) Retain the records in a usable format until their authorized disposition date; and

(3) When appropriate, meet requirements for transferring permanent records to NARA (see § 1228.188 of this chapter).

(b) The following factors shall be considered before selecting a storage medium or converting from one medium to another:

(1) The authorized life of the records, as determined during the scheduling process;

(2) The maintenance necessary to retain the records;

(3) The cost of storing and retrieving the records;

(4) The records density;

(5) The access time to retrieve stored records;

(6) The portability of the medium (that is, selecting a medium that will run on equipment offered by multiple manufacturers); and

(7) Whether the medium meets the current applicable Federal Information Processing Standards.

(c) Agencies shall prohibit the use of floppy disks for the exclusive long-term storage of permanent or unscheduled electronic records.

(d) Agencies shall ensure that all authorized users can identify and retrieve the information stored on diskettes, removable disks, or tapes by establishing or adopting procedures for external labeling.

(e) Agencies shall ensure that information is not lost because of changing technology or deterioration by converting storage media to provide compatibility with the agency's current hardware and software. Before conversion to a different medium, agencies must determine that the authorized disposition of the electronic records can be implemented after conversion.

(f) Agencies shall back up electronic records on a regular basis to safeguard against the loss of information due to equipment malfunctions or human error. Duplicate copies of permanent or unscheduled records shall be maintained at a separate location.

(g) Maintenance of magnetic computer tape.

(1) Agencies shall test magnetic computer tapes no more than 6 months prior to using them to store electronic records that are unscheduled or scheduled for permanent retention. This test should verify that the tape is free of permanent errors and in compliance with National Institute of Standards and Technology or industry standards.

(2) Agencies shall maintain the storage and test areas for permanent and unscheduled computer magnetic tapes at the following temperatures and relative humidities:

Constant temperature—62 to 68° F.  
Constant relative humidity—35% to 45%

(3) Agencies shall rewind under controlled tension all tapes containing unscheduled and permanent records every 3½ years.

(4) Agencies shall annually read a 3-percent statistical sample of all permanent and unscheduled reels of magnetic computer tape to identify any loss of data and to discover and correct the causes of data loss. Tapes with 10 or more errors shall be replaced and, when possible, lost data shall be restored. All other tapes which might have been affected by the same cause (i.e. poor

quality tape, high usage, poor environment, improper handling) shall be read and corrected as appropriate.

(5) Agencies shall copy permanent or unscheduled data on magnetic tapes before the tapes are 10 years old onto tested and verified new tapes.

(6) External labels (or the equivalent automated tape management system) for magnetic tapes used to store permanent or unscheduled electronic records shall include the following information: Name of the organizational unit responsible for the data; system and file title(s); dates of creation; dates of coverage; the recording density; type of internal labels; volume serial number, if applicable; number of tracks; character code/software dependency; information about block size; and reel sequence number, if the file is part of a multi-reel set. For numeric data files, the external label should include record format and logical record length, if applicable; data set name(s) and sequence, if applicable; and number of records for each data set.

(7) Agencies shall prohibit smoking and eating in magnetic computer tape storage libraries and test or evaluation areas that contain permanent or unscheduled records.

(h) Maintenance of direct access storage devices.

(1) Agencies shall issue written procedures for the care and handling of direct access storage devices which draw upon the recommendations of the manufacturers.

(2) External labels for diskettes or removable disks used when processing or temporarily storing permanent or unscheduled records shall include the following information: name of the organizational unit responsible for the records, descriptive title of the contents, dates of creation, and identification of the software and hardware used.

#### § 1234.30 Retention of electronic records.

Agencies shall establish policies and procedures to ensure that electronic records and their documentation are retained as long as needed by the Government. These retention procedures shall include provisions for:

(a) Scheduling the disposition of all electronic records, as well as related documentation and indexes, by applying GRS 20 or GRS 23 as appropriate or submitting an SF 115, Request for Records Disposition Authority, to NARAZ (see Part 1228 of this chapter). Electronic records systems, including those operated for the Government by a contractor, shall be scheduled as soon as possible but no later than one year after their implementation.

(b) Transferring a copy of the electronic records and any related

documentation and indexes to the National Archives at the time specified in the records disposition schedule in accordance with instructions found in § 1228.188 of this chapter. Transfer may take place at an earlier date if convenient for both the agency and the National Archives and Records Administration.

(c) Establishing procedures for regular recopying, reformatting, and other necessary maintenance to ensure the retention and usability of electronic records throughout their authorized life cycle (see § 1234.28).

#### § 1234.32 Destruction of electronic records.

Electronic records may be destroyed only in accordance with a records disposition schedule approved by the Archivist of the United States. At a minimum each agency shall ensure that:

(a) Electronic records scheduled for destruction are disposed of in a manner that ensures protection of any sensitive, proprietary, or national security information.

(b) Magnetic recording media previously used for electronic records containing sensitive, proprietary, or national security information are not reused if the previously recorded information can be compromised by reuse in any way.

Dated: November 8, 1988.

Don W. Wilson,

Archivist of the United States.

[FR Doc. 88-27651 Filed 12-2-88; 8:45 am]

BILLING CODE 7515-01-M

### ENVIRONMENTAL PROTECTION AGENCY

#### 40 CFR Ch. I

[AD-FRL-3486-2; Docket No. A-88-04]

#### Fourth Conference on Air Quality Modeling; Extension of Public Comment Period on New Air Quality Modeling Techniques

AGENCY: U.S. Environmental Protection Agency (EPA).

ACTION: Extension of public comment period.

SUMMARY: The EPA published information on new ambient air quality dispersion modeling techniques and other modeling related matters on August 23, 1988 (53 FR 32081-32084), and held a public conference on October 12 and 13, 1988, under section 320 of the Clean Air Act. The purpose of the conference was to advise the public of these new modeling techniques and to solicit public comment to guide EPA in

its consideration of further revisions to the "Guideline on Air Quality Models (Revised)" (1986) and Supplement A (1987). The new modeling techniques and other items are fully discussed in the August 23, 1988, Federal Register notice mentioned above and will not be discussed in today's notice. The deadline for written public comments was set for December 15, 1988.

Documents related to the modeling items are contained in Central Docket No. A-88-04. Information pertaining to the docket can be found in the Address Section of this notice.

In response to requests from various interested persons for additional time to examine and review documents contained in the docket and to assure that the public has ample opportunity to fully comment, EPA is today extending the time period in which to submit comments to February 13, 1989.

DATE: The new deadline for submitting written public comments is February 13, 1989.

ADDRESSES: Written comments should continue to be submitted (duplicate copies are preferred) to: Central Docket Section (LE-131), Attention: Docket A-88-04, U.S. Environmental Protection Agency, 401 M Street SW., Washington, DC 20460. Docket No. A-88-04 is located in the Central Docket Section of the U.S. Environmental Protection Agency, South Conference Center, Room 4, 401 M Street SW., Washington, DC. The docket may be inspected at the above address between 8:00 a.m. and 12:00 p.m. and 1:00 p.m. and 3:30 p.m. on weekdays. A reasonable fee may be charged for copying.

FOR FURTHER INFORMATION CONTACT: Joseph A. Iikvart (919) 541-5562 or Sharon Reinders (919) 541-5684.

Date: November 28, 1988.

Don R. Clay,

Acting Assistant Administrator for Air and Radiation.

[FR Doc. 88-27895 Filed 12-2-88; 8:45 am]

BILLING CODE 6580-50-M

#### 40 CFR Part 52

[FRL-3483-4]

Approval and Promulgation of Air Quality Implementation Plans; Disapproval of an Exemption to Louisiana Air Quality Regulation 22.8 for the Sid Richardson Carbon and Gasoline Co. Carbon Black Plant in Addis, LA

AGENCY: Environmental Protection Agency (EPA).

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BY LIAISON

Date: June 22, 1988

To: Mr. Edwin A. Thompson  
Director  
Records Declassification Division  
National Archives  
Washington, D.C.

From: Gary L. Stoops  
Security Programs Manager

Subject: CLASSIFICATION RECONSIDERATION

All information contained herein is unclassified except where otherwise noted.

Reference is made to your letter to Mr. Emil P. Moschella, Chief, Freedom of Information/Privacy Act Branch, Federal Bureau of Investigation (FBI), dated January 15, 1988, wherein you requested that the FBI reconsider classification action in regards to a letter dated March, 2, 1950, from Director Hoover to Admiral Souers. Please be advised that this matter has been thoroughly considered and our original classification determinations will remain the same. In determining the proper classification action to take, we considered the guidelines and stipulations of Executive Order (EO) 12356. Specifically, EO 12356, Section 1.3(a)(10)(c) which in part states, "unauthorized disclosure of foreign government information, ... is presumed to cause damage to the national security," and EO 12356, Section 1.3(a)(10)(d) which states in part, "Information classified in accordance with Section 1.3 shall not be declassified automatically as a result of any unofficial publication ...".

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Joseph C. Moore's letter to Steven Garfinkel dated March 5, 1985.) Accordingly, our original classification determinations will remain the same.

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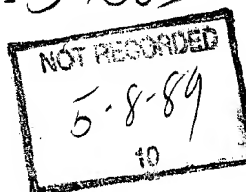
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Mr. Edwin A. Thompson

Any questions you may have with regard to this matter  
may be directed to Unit Chief

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Enclosures (8)

- 1 - Steven Garfinkel, Director  
Information Security Oversight Office  
General Services Administration  
18th and F Streets, N.W.  
Washington, D.C. 20405

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# National Archives



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FEDERAL GOVERNMENT

MAY 22 1989

Honorable William S. Sessions  
Director  
Federal Bureau of Investigation  
Washington, DC 20535

Dear Mr. Sessions:

As we approach 1991, the 50th anniversary of this nation's entry into World War II, I invite the Federal Bureau of Investigation to join with the National Archives and Records Administration (NARA) in commemorating American participation in the war.

During the period 1991-1995, NARA is planning a series of activities dealing with this historic event. On one level, we are developing a series of programs to enrich the public's understanding and appreciation of America's role in World War II. We plan such activities as: a World War II film series; exhibits that draw on our holdings of World War II documents; special programs for veterans; tours of the National Archives; and the publication for public sale of facsimiles of key documents. Additionally, plans are under way for a series of evening lectures featuring distinguished historians from both the Federal and non-Federal historical communities.

On another level, NARA is preparing special guides to Federal records that pertain to the war. When completed, these publications will assist scholarly researchers, veterans, genealogists, agency historians, and others in using World War II records. Accordingly, we would like to investigate the feasibility of incorporating information about historically valuable World War II records still in FBI custody into these guides.

The FBI and NARA have long had an excellent working relationship, and Mr. Tom Dudney and his Records Research Unit staff continue this tradition of cooperation. My staff will be in touch with Mr. Dudney and FBI historians to discuss this matter.

Div. 4  
OCPA

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in greater detail. We look forward to working with you and welcome any suggestions you may have for joint projects between our two agencies to commemorate this semicentennial.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Don W. Wilson', written in a cursive style.

DON W. WILSON  
Archivist of the United States

***National Archives***  
***and Records Administration***  
NI

Washington, DC 20408

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Honorable William S. Sessions  
Director  
Federal Bureau of Investigation  
Washington, DC 20535



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FEDERAL GOVERNMENT

June 14, 1989

Honorable Don W. Wilson  
Archivist of the United States  
National Archives and Records Administration  
Washington, D.C. 20408

Dear Mr. Wilson:

I was pleased to receive your letter of May 22, 1989, inviting the Federal Bureau of Investigation (FBI) to join the National Archives and Records Administration (NARA) in commemorating the 50th Anniversary of our Nation's entry into World War II.

The FBI welcomes the opportunity to share in the activities you are planning for this historic event. Members of your staff may contact Vernon R. Thornton, Acting Section Chief, Records Section, Records Management Division, telephone (202) 324-2307, who will be happy to schedule a meeting between NARA and FBI representatives to explore the feasibility of incorporating information about historically valuable World War II records in possession of the FBI into the special guides to Federal records that NARA is preparing.

Sincerely yours,

William S. Sessions  
Director

62-37683-216

JUN 21 1989

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Director's Sec'y \_\_\_\_\_

62-37683

1 - 62-114070

1 - Mr. Ahlerich (Attn: [redacted])

1 - Mr. McCreight

1 - Mr. Thornton

1 - Mr. Dudney

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APPROVED: [initials]

Director

Exec. AD-Adm.

Exec. AD-Inv.

Exec. AD-LES

Adm. Servs.

Crim. Inv.

Ident.

Inspection

Intell.

Laboratory

Legal Coun.

Off. of Cong. & Public Affs.

Off. of Lia. & Intl. Affs.

Rec. Mgnt.

Tech. Servs.

Training

TBD:SC (9) VRT/WK

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NOTE: Based on letter 5/22/89, from addressee, concerning the 50th Anniversary in 1991 of this nation's entry into World War II and inviting the FBI to join with NARA in commemorating American participation in the war. NARA is preparing special guides to Federal records that pertain to the War. When completed, these publications will assist scholarly researchers, veterans, genealogists, agency historians, and others in using World War II records. NARA would like to investigate the feasibility of incorporating information about historically valuable World War II records in FBI custody into these guides. This has been coordinated with FBI historian,

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[redacted] Office of Public Affairs, Research/Drug Demand Reduction Unit.

July 10, 1989

FEDERAL GOVERNMENT

John D. Faibisy  
Archivist  
Records Appraisal and Disposition Division  
National Archives and Records Administration (NR)  
Washington, D.C. 20408

Dear Mr. Faibisy:

Reference is made to a telephone conversation between you and Supervisory Special Agent (SSA) [redacted] of the Federal Bureau of Investigation's (FBI) Legal Counsel Division, on June 15, 1989.

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This letter is in response to your request during the referenced conversation for a written version of the electronic records questions discussed by you and SSA [redacted]

As SSA [redacted] advised you, this Bureau's Legal Counsel Division has been asked to resolve certain questions relating to the retention requirements of records transmitted or stored in either existing or proposed computer systems of the FBI.

With regard to electronic mail, questions have arisen as to when an electronic mail document becomes an official document. There is also a question as to what the audit trail and archives requirements are for electronic mail and electronic file storage. Additionally, what are considered adequate control, identification and authentication procedures for electronic files? Can the FBI retain only the electronic copy, treating the electronic copy as the original and either discarding or never creating a paper original? Can the FBI utilize digitized images (for instance, on an optical disc) to copy and store paper documents while discarding the original papers? Also, what are the policy and procedural requirements for the use of electronic signatures to approve electronically stored paperwork or authorize actions based upon electronic files or messages?

Additionally, the FBI's Records Management Division (RMD) is concerned with the interplay between the current FBI Records Disposition Schedule and informal communications

SEE NOTE PAGE TWO

MAILED 21  
JUL 17 1989

Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
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Training \_\_\_\_\_  
Off. Liaison & \_\_\_\_\_  
Int. Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

- 1 - Mr. G. Norman Christensen
- 1 - Mr. Dudley
- 1 - Mr. Holbrook
- 1 - Mr. Saville
- 1 - Mr. Messner
- 1 - IPALU

PM: [redacted] (8)

MAIL ROOM ☒

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RM 3648  
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John D. Faibisy

transmitted over our Field Office Information Management System (FOIMS). FOIMS links terminals in our field offices with two centralized processing facilities and with FBI Headquarters. Thus, the question is when does an electronic message become an official FBI record for purposes of retention?

It is recognized that some of these concerns are addressed in the regulations and General Records Schedules issued by the National Archives and Records Administration in November, 1988. The full range of questions raised is provided to place the unaddressed areas in the context of our concerns.

Your assistance in resolving these concerns would be greatly appreciated. SSA [redacted] is aware that either you or a member of your staff will want to meet with representatives of RMD or our Technical Services Division to discuss these questions. Please contact SSA [redacted] at telephone number 324-5662 for any assistance you require either in setting up a meeting or in elucidating our concerns.

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b7C

Sincerely,

Thomas A. Kelley  
Deputy Assistant Director -  
Legal Counsel

APPROVED:	Adm. Servs. _____	Off. of Cong. _____
	Crim. Inv. _____	& Public Affs. _____
	Ident _____	Off. of Lia. _____
Director _____	Inspection _____	& Intl. Affs. _____
Exec. AD-Adm. _____	Intell. _____	Rec. Mgmt. _____
Exec. AD-Inv. _____	Laboratory _____	Tech. Servs. _____
Exec. AD-LES _____	Legal Coun. _____	Training _____

# National Archives



Washington, DC 20408

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REC De

DEC 26 1989

*National Archives*

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MEMORANDUM TO AGENCY RECORDS OFFICERS: "Managing Cartographic, Aerial Photographic, Architectural, and Engineering Records"

I am happy to send you copies of the latest in our series of instructional guides, "Managing Cartographic, Aerial Photographic, Architectural, and Engineering Records." The guide contains information on the creation, maintenance and use, and disposition of maps, aerial photographs, and architectural and engineering drawings. You will also find information in the guide about the identification, preservation, and transfer of such records to the National Archives.

Additional copies of the guide may be obtained by calling or writing the Records Administration Information Center, National Archives and Records Administration, NIA, Washington, DC 20408, (FTS or 202) 724-1471. If you have questions about the contents of the guide, please call   on (202) 724-1453.

b6  
b7c

HAPPY NEW YEAR

*James W. Moore*  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

ENCLOSURE DETACHED AND  
MAINTAINED IN RECORDS  
DISPOSITION/ARCHIVAL  
SUB-UNIT

62-37683-218

JAN 25 1990

*Shirley Foulk*  
4-VR

250





# Washington National Records Center

Washington, DC 20409

*0 National Archives*

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SER AR  
REC AR

28 DEC 1989

Department of Justice/FBI  
J Edgar Hoover Building  
10th & Pennsylvania Ave., NW, Room 5634  
Wash., DC 20535

Dear Records Officer:

We have recently installed a FAX machine in our Reference Service Branch. We would like to use the machine to enhance customer service.

Effective January 2, 1990, we will start a two month test period to evaluate the use of the FAX machine. During January and February, we will accept emergency requests over the FAX machine (763-6026). As in the past, we ask that those who seek expedited service:

1. cite a Privacy Act or Freedom of Information request and the accompanying control or log number, and,
2. either dispatch a courier to the Center to pick up the records or supply an express mail account number. If you will dispatch a courier, please so indicate on the request and indicate the proposed time for the pick up.

Please help us provide the best service to all our customers by not abusing the privilege of sending expedite requests via the FAX machine.

If you have any questions, please call the Reference Service Branch on 763-7430.

Sincerely,

*Ferris E. Stovel*  
FERRIS E. STOVEL  
Director

*62-37683-219*

© JAN 25 1990

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b7C



*4*

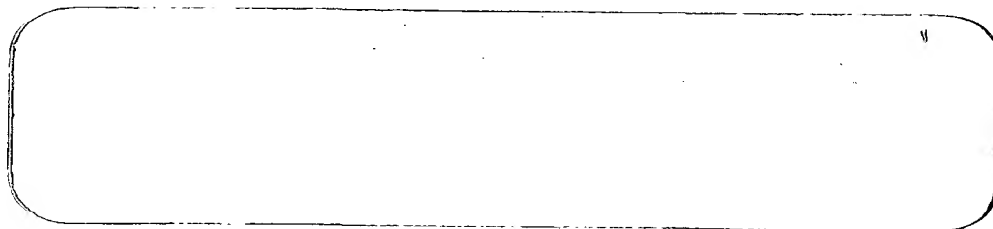
*BO*

Washington National Records Center  
Washington, DC 20409 — NCWR

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Records Administration  
NARA-362



# National Archives



Washington, DC 20408

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*National Archives*

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## MEMORANDUM TO AGENCY RECORDS OFFICERS: GRS TRANSMITTAL 2

You should have recently received a copy of the first set of revisions to the General Records Schedules, titled GRS Transmittal 2. One copy of this transmittal should go with each copy of the General Records Schedules in use in your agency, so that the revisions can be interfiled.

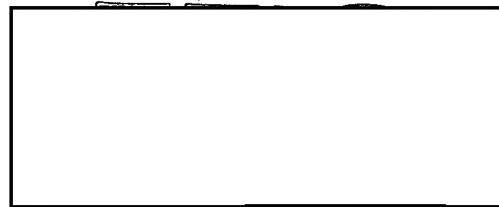
If you need additional copies of this transmittal, please call the Records Administration Information Center on 202 (or FTS)-724-1471. The number of copies that you request will be placed on a permanent list and will be used to transmit future changes to the GRS.

*James W. Moore*  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

62-37683-220

JAN 25 1990

b6  
b7C



*National Archives*  
*and Records Administration*

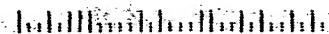
*Washington, DC 20408*

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Records Administration  
NARA-362

Veron Thornton  
Federal Bureau of Investigations  
J.E. Hoover Bldg., Room 5634  
Washington, DC 20535





# Washington National Records Center

Washington, DC 20409

Archives

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May 30, 1990

065

Records Management Officer  
Federal Bureau of Investigation  
J. Edgar Hoover Bldg.-Room 5634  
10th St. & Pennsylvania Ave, NW  
Washington, D.C. 20535

Dear Records Officer:

Due to inconclusive results from the first pilot, we are again undertaking a pilot to allow agencies to request files via FAX machine. We would like to use the machine to enhance customer service.

Effective June 1, 1990, we will start a six week test period to evaluate the use of the FAX machine. During this time, we will accept emergency requests over the FAX machine (763-6026). As in the past, we ask that those who seek expedited service:

1. cite a Privacy Act or Freedom of Information request and the accompanying control or log number, and,

2. either dispatch a courier to the Center to pick up the records or supply an Express Mail account number. If you will dispatch a courier, please so indicate on the request and indicate the proposed date and time for the pick up.

Please help us provide the best service to all our customers by not abusing the privilege of sending expedite requests via the FAX machine.

If you have any questions, please call the Reference Service Branch on 763-7430.

62-37683-227

15 JUN 22 1990

Sincerely,

*Ferris E. Stovel*

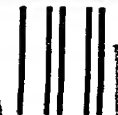
FERRIS E. STOVEL  
Director

b6  
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Washington National Records Center  
Washington, DC 20409

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Records Administration  
NARA-362



# National Archives



Washington, DC 20408

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MEMORANDUM TO AGENCY RECORDS OFFICERS: Office disruption

During the month of July major renovation to our office space will take place. Because walls will be torn down and reconstructed in different locations, we are expecting major disruptions. Individuals may have to be located away from their telephones for some time during this period. We will make every effort to ensure that the telephones are answered and messages relayed. The main numbers, which will always be answered are (202) 501-6000 (or FTS [redacted] for myself, [redacted] and the Agency Services Division; and (202) 501-6040 (or FTS [redacted]) for the Records Appraisal and Disposition Division.

b6  
b7C

We ask for your patience during this period. We expect the work to be accomplished and the telephone system (with the exception of continuing WITS problems) back in place by the end of July.

*James W. Moore*  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

62-37683-222

15 JUN 22 1990

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April 17, 1990

*NATIONAL ARCHIVES*

SPECIAL EXECUTIVE BRANCH STEERING COMMITTEE TO  
COMMEMORATE THE 50TH ANNIVERSARY OF WORLD WAR II:  
LETTER FROM DON W. WILSON, ARCHIVIST OF THE  
UNITED STATES, DATED APRIL 5, 1990

SSP  
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Director Sessions:

The attached letter from Archivist of the United States Don W. Wilson invites you to join with high-level representatives of the White House, the Department of State, the Department of Defense, the Department of Veterans Affairs, the Central Intelligence Agency and the National Endowment for the Humanities to participate in a Special Executive Branch Steering Committee to commemorate the 50th anniversary of World War II. The goal is to provide the American people with an appreciation of the epic struggle this Nation faced 50 years ago. Among the program goals are the development of cooperative programs and/or events within the Federal sector and to publicize and encourage World War II programs within individual agencies. Other goals target certain programs for the general public.

The FBI considered its work during World War II so significant it produced an 11 Section in-house history on its role. Today, the FBI Historian continues to conduct extensive research on our role during World War II, many aspects of which are unknown to our current personnel, Congress, and the general public. She would advise you and ensure our story is properly presented.

Legal Counsel Division finds no legal or ethical barriers to your participation, and precedence exists for FBI participation in interagency commemoration of a historical event. The Steering Committee would meet quarterly, and a representative could attend if you were unavailable.

I recommend that you accept this invitation to serve on the Committee and that the accompanying letter of acceptance be sent to Mr. Wilson.

**ENCLOSURE**

*62-37683-223*  
Robert F. Davenport

Enclosures (4)

- 1 - Mr. Clarke - Enclosures (4)
- 1 - Mr. Davenport - Enclosures (4)
- 1 - Mr. Davis - Enclosures (4)
- 1 - Mr. Nelson - Enclosures (4)
- 1 - Mr. Bishop - Enclosures (4)
- 1 - Mrs. Munford - Enclosures (4)
- 1 - Mrs. Fitzsimmons - Enclosures (4)

SRF:wjl (10)

**AUG 13 1990**

*To file*

Off. of ~~Public Affs.~~ Pub. Affs.



# National Archives



Archivist of the United States

Washington, DC

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Off. Liaison &	_____
Int. Affs.	_____
Off. of Public Affs.	_____
Telephone Rm.	_____
Director's Sec'y	_____

April 5, 1990

Honorable William S. Sessions  
Director, Federal Bureau of Investigation  
Washington, DC 20535

Dear Mr. Sessions:

In describing World War II, President Bush recently recalled Franklin Delano Roosevelt's assessment of the conflict as "the most tremendous undertaking in American history." These were not the words of some distant observer but rather of a wartime leader who gave his heart and soul--and ultimately his life--before the guns drew silent and the world began reshaping itself.

In recognition of this Nation's commemoration of the 50th anniversary of World War II, I invite you to join with me at the National Archives to serve on a special Executive Branch Steering Committee. By drawing upon your leadership and counsel, the special commemorative programs of the National Archives will provide the American people a richer and more moving appreciation of the epic struggle this Nation faced and conquered half a century ago.

Enclosed is a description of the proposed committee activities which also includes a list of the other prospective members being invited. I am also enclosing a copy of the statement recently issued by President Bush pertaining to this program. I hope you will be able to participate with us on this important activity.

Sincerely yours,

DON W. WILSON  
Archivist of the United States

Enclosures

62-37685-223

SUBJECT: Establishment of an Interagency Steering  
Committee for the 50th Anniversary  
Commemoration of World War II

Purpose of the Committee:

By drawing upon the guidance and talents of selected Federal agency representatives and the White House, the Federal Government can provide the American people a richer appreciation and a meaningful understanding of the epic struggle this nation faced half a century ago. Through the development of a variety of programs aimed at various audiences, the lessons learned from that global war that seized the world can be revisited and reinforced.

Program Goals:

1. Develop cooperative programs and/or events within the Federal sector.
2. Establish a Federal World War II events calendar and coordinating point.
3. Publicize and encourage World War II programs of individual agencies.
4. Target certain programs for the general public by means of the print media, radio and television.
5. Working in concert with the National Archives World War II Commemorative Committee in Congress, develop joint ventures with corporate sponsors.

Committee Structure:

It is proposed the Steering Committee would have quarterly meetings to be attended by appointed members or their designated representatives. Meeting site and administrative matters would be handled by the National Archives.

Proposed Composition of the Steering Committee:

The White House, James W. Cicconi, Assistant to the  
President and Deputy to the Chief of Staff

Department of State, Robert M. Kimmitt, Under Secretary  
for Political Affairs

Department of Defense, Gen. Robert Arter (Ret.), Special  
Assistant to the Secretary of Defense for WWII Affairs

Department of Veterans Affairs, Edward J. Derwinski,  
Secretary of Veterans Affairs

Central Intelligence Agency, Judge William H. Webster,  
Director of Central Intelligence

Federal Bureau of Investigation, William S. Sessions,  
Director, FBI

National Endowment for the Humanities, Lynne V. Cheney,  
Chairman, National Endowment for the Humanities

National Archives, Don W. Wilson, Archivist of the United  
States, Chair of the Committee

THE WHITE HOUSE

WASHINGTON

March 26, 1990

During the Second World War, we and our Allies were engaged in nothing less than a life-and-death struggle for our freedom and security. Totalitarian regimes intent on regional hegemony and world domination posed a grave threat to all free and sovereign nations. In an extraordinary response to that threat, millions of Americans -- people of every age, race, and walk of life -- rallied to defend the cause of liberty and human dignity. Their bravery and selflessness, demonstrated day after day in acts of personal sacrifice, both great and small, led the way to victory.

As a veteran of what President Franklin Roosevelt called "the most tremendous undertaking in American history," I salute the National Archives for commemorating the 50th anniversary of U.S. participation in World War II. This nationwide program of events will reach millions of Americans, giving a record of that war with the authenticity, clarity, and detail that only the National Archives can provide.

It will be a fitting tribute to our parents and grandparents, to our Nation's veterans, to all those on the homefront, and to those who gave their lives in defense of liberty and justice during World War II. The exhibitions, film programs, lecture series and publications to be produced through the National Archives will help young and old alike to understand the purpose and magnitude of that conflict and the great price paid for victory.

With so many changes sweeping through Europe and elsewhere in the world, we do well to reflect upon the history of World War II. We

must also draw the proper lessons from those  
perilous times -- the first of which is that  
freedom must never be taken for granted. I  
wish the National Archives every success in  
conveying these important lessons to the  
American people.

*Ly Buhl*

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Mr. James W. Moore  
Office of Records Administration  
~~National Archives~~ and Records Administration  
Washington, D.C. 20408

Reference is made to your memorandum to Agency Records Officers dated 8/21/90, concerning records storage facilities and services.

If I can be of further assistance, please contact me at (202) 324-2307.

REP

Randolph G. Prillaman  
Section Chief  
Information Services Section  
Information Management Division

**MAILED 12**

SEP 04 1990



Enclosure

**ENCLOSURE**

62-37683-224

62-37683

- 1 - Mr. Christensen  
1 - Mr. Evans  
1 - Mr. Prillaman  
1 - Mr. Thornton  
1 - Mr. Dudley  
1 - Mrs. Roundtree

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Exec AD Adm. \_\_\_\_\_  
 Exec AD Inv. \_\_\_\_\_  
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   Training \_\_\_\_\_  
 Telephone Rm. \_\_\_\_\_  
 Director's Sec'y \_\_\_\_\_

$$-WS:SC \quad (9)$$

**PROVED:**

Legal Coun. \_\_\_\_\_  
 Rec. Mgmt. \_\_\_\_\_  
 Gen. Serv. \_\_\_\_\_  
 Training \_\_\_\_\_  
 Cong. Affs. Off. \_\_\_\_\_  
 Off. of Liaison  
 & Int. Affs.  
 Div. of  
 Public Affs.

MAIL ROOM ☒

# A QUESTIONNAIRE

## FOR AGENCY RECORDS OFFICERS

### Agency Records Holdings:

1. Do you keep statistics on the volume/types of records maintained in your agency? If so, please send a copy of your latest report when you return this questionnaire.

NO, statistics are gathered through the use of periodic surveys on an "as needed" basis.

2. What is the approximate volume (cu. ft.) of records currently stored in office space in your agency? FBI Headquarters - Washington, D.C.

319,771.40 cubic feet

3. What is the volume (cu. ft.) of records currently stored in agency or contractor (not FRC) off-site storage? FBI Field Offices; Regional Information Centers and Legal Attache

767,650.61 cubic feet

4. If you use off-site storage, do you use a private contractor? If yes, what contractor(s) do you use? Please list each contractor separately and provide for each, volume of records stored, medium (e.g., color motion pictures, electronic records, architectural drawings, etc.), and cost per cubic foot and/or service(s).

Contractor	Volume	Medium	Cost/Cubic Foot	Cost/Service
------------	--------	--------	-----------------	--------------

b2

Return to: Office of Records Administration (NI)  
National Archives and Records Administration  
601 D Street, NW  
Washington, DC 20408

By September 15, 1990

62-37683-224  
ENCLOSURE

## **Records Management Activities:**

5. What has been the trend in your agency over the past five years with regard to the volume of records? If possible, quantify.

Increase in volume of records holdings at the approximate rate of 2.1% at FBI Headquarters and 10.6% at agency off-site locations

6. What actions (legislation, reorganization, change in policies/practices, etc.) have had the greatest impact on records holdings in your agency?

New jurisdiction for the FBI has created the greatest increase in new records and resolution of the American Friends Service Committee has had the greatest impact on agency destruction/transfer procedures

7. Do you use a Federal records center? If yes, list which one(s) and answer the following questions for each center used; if no, go on to question number 8.

YES, Washington National Records Center (WNRC)

a. Are you pleased with the accessioning and disposal services provided at the FRC? If not, what problems are you experiencing?

FBI use of the full services of the WNRC is limited; the staff has always been extremely helpful and the services provided have always the agency needs

b. Are you pleased with the reference services provided at the FRC? If not, what problems are you experiencing?

Service not required by the FBI

c. Is the FRC regularly meeting its 24-hour service commitment?

Service not required by the FBI



8. Does your agency use micrographics services provided by:

a private contractor? NO  
an FRC? NO  
your own agency? YES

9. If you use a private contractor for micrographics, which contractor do you use? For an average fiscal year, please list volume of records serviced and the costs related to the service.

<u>Service</u>	<u>Volume</u>	<u>Cost</u>
N/A		

10. If you use an FRC, indicate which one(s) and whether you are pleased with the micrographics services provided. If you are not pleased, what problems are you experiencing?

N/A

11. Have you ever attended or hosted an FRC training course? If yes, indicate which FRC(s) and whether you were pleased with the training; if you were not pleased, what problems did you encounter?

N/A

12. Overall, how do you feel about the Federal records center system?

Based on limited agency use, the FRC system has met the needs of the FBI in the storage of inactive records

13. Briefly describe what plans your agency has for the future regarding your records management program? (e.g., electronic records?; optical disk systems? micrographics?; etc.)

Continue to capitalize on the advantages and capabilities that state-of-the-art technology offers with regard to the capture, processing, storage, exchange and overall management of information in an electronic environment; thus, significantly reducing and/or eliminating hardcopy paper records.

World War II  
1941-1945  
National Archives  
Commemorative Committee

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Int. Affs. \_\_\_\_\_  
Off. of Public Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

AUG 31 1990

Honorary Co-Chairmen  
Senator Robert J. Dole  
Senator Daniel K. Inouye  
Representative Charles E. Bennett  
Representative Robert H. Michel

United States Senate  
Brock Adams  
Daniel K. Akaka  
Lloyd Bentsen  
Dale L. Bumpers  
John H. Chafee  
Alan Cranston  
Alan J. Dixon  
J. James Exon  
Wendell H. Ford  
John Glenn  
Mark O. Hatfield  
Howell Heflin  
Jesse A. Helms  
Ernest F. Hollings  
Frank R. Lautenberg  
Spark M. Matsunaga  
James A. McClure  
Daniel P. Moynihan  
Claiborne Pell  
William V. Roth, Jr.  
Terry Sanford  
Ted Stevens  
Strom Thurmond  
John W. Warner

Honorable William S. Sessions  
Director  
Federal Bureau of Investigation  
Washington, DC 20535

Dear Mr. Sessions:

National Archives

The Eisenhower Centennial Commission and National Archives and Records Administration cordially invite you to An American Homecoming: In Celebration of Ike. The observance, commemorating the 100th anniversary of Ike's birth, will be held in Abilene, Kansas, on October 14, 1990.

House of Representatives

Glenn M. Anderson  
Cass Ballenger  
Doug Barnard  
Tom Bevill  
Jack Brooks  
William S. Broome, Jr.  
George E. Brown, Jr.  
James McClure  
Silvio O. Conte  
E. (Kit) de la Garza  
William L. Dickinson  
John D. Dingell  
Bernard J. Dwyer  
Don Edwards  
Dante B. Fascell  
Hamilton Fish  
William D. Ford  
Sam M. Gibbons  
Benjamin A. Gilman  
Frank J. Guarino  
Ralph M. Hall  
John Paul Hammer  
Frank Horton  
Arno Houghton  
Earl Hutto  
Henry J. Hyde  
Robert W. Kasler  
Joe Kolter  
Robert J. Lagan  
Alfred A. McCloskey  
John Joseph Moak  
G. V. (Sonny) Montgomery  
Carlos J. Moore  
Austin J. Murphy  
John T. Myers  
William H. Natcher  
Howard C. Nielson  
Jim Olin  
J. J. Pickle  
Arthur Ravenel, Jr.  
Richard B. Ray  
Ralph Regula  
Robert A. Roe  
J. Roy Rowland  
Edward R. Roybal  
James H. Scheuer  
Norman Sisisky  
Joe Skeen  
D. French Slaughter, Jr.  
Neal Smith  
Louis Stokes  
Bob Stump  
Morris K. Udall  
Tim Wainwright  
Chalmers P. Wylie  
Sidney R. Yates

Special arrangements are being finalized to transport delegations of American veterans, the public and members of the World War II National Archives Commemorative Committee from Kansas City to Abilene on special trains for the celebration. The trains which are to be provided by the Union Pacific, Santa Fe, and Burlington Northern railroads would depart Kansas City at approximately 6 a.m., October 14, arriving in Abilene at mid morning. The return trip would leave Abilene around 5 p.m. returning to Kansas City that evening.

Guests will have the opportunity to attend a Presidential Wreath Laying ceremony, stroll through Camp Abilene, a re-creation of a World War II army camp, watch a stage show at the "Abilene Canteen," take a close look at the vintage aircraft, military vehicles, and Ike's European Staff Train on display, and see an airshow and fly-over of World War II aircraft, and the Columbine II, Ike's presidential plane.

During the centennial year the nation has paid tribute to Ike, remembering him as the Supreme Allied Commander who led Allied Forces to victory in the European Theater of World War II, as the 34th President, one of America's most popular chief executives, as the man who ended the Korean War, and for his devotion to policies promoting peace, welcoming Alaska and Hawaii into the Union, and lastly for launching America into space.

\*Deceased

cc sent to  
Mr. Sessions  
9/13/90, gmc

Ack let  
undated (typed 9/19/90)  
ESH:bge (typed 9/19/90)  
" 9/25/90  
let dated & sent 9/25/90

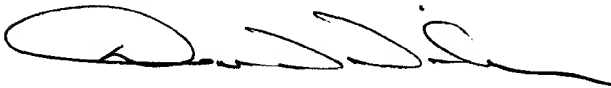
OPA/84

7th & Pennsylvania Avenue, NW  
Washington, DC 20408  
(202) 501-5500

2

I encourage you as a member of the World War II Executive Branch Steering Committee to join us in this five star salute to Dwight D. Eisenhower. Please call me at (202) 501-5500 for additional information.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Don W. Wilson', with a large, stylized initial 'D'.

---

DON W. WILSON  
Archivist of the United States

SSE

CLASS

SRG'D

SER

REC

SEP 25 1990

~~X~~  
Dr. Don W. Wilson  
Archivist of the United States  
National Archives and Records  
Administration

Room 111  
7th Street and Pennsylvania Avenue, N.W.  
Washington, D.C. 20408

Dear Dr. Wilson:

I very much appreciate your invitation of August 31st to join in the festivities in Abilene, Kansas, on October 14th to commemorate the 100th birthday of former President, General Dwight D. Eisenhower. While this is something I would very much like to do, unfortunately I have a conflict in commitments and will be unable to join you.

I thank you for thinking of me, and I hope this tribute will be a huge success.

Sincerely yours,

William S. Sessions  
Director

It was a pleasure to have dinner with you lastnight. Bill  
1 - Kansas City  
1 - Mrs. Munford  
1 - Mrs. Fitzsimmons

NOTE: The invitation was declined due to a conflict in commitments per Mrs. Munford. Complete title and address per the Reading Room, OPA.

ESH:bgc (6)

bgc

ESH/jb

Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
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Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. Cong. & Public Affs. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Off. Liaison & Int. Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

MAIL ROOM ☐

APPROVED:

Director \_\_\_\_\_  
Dep. Dir. \_\_\_\_\_  
ADD-Adm. \_\_\_\_\_  
ADD-Inv. \_\_\_\_\_

Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_

Legal Coun. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Cong. Affs. Off. \_\_\_\_\_  
Off. of EEO \_\_\_\_\_

Off. of Liaison & Int. Affs. \_\_\_\_\_  
Off. of Public Affs. \_\_\_\_\_

*[Signature]*

*[Signature]*

SEP 27 1990

# National Archives



Washington, DC 20408

MAY 24 1991

Honorable William S. Sessions  
Director  
Federal Bureau of Investigations  
Washington, DC 20535

Dear Mr. Sessions:

Enclosed are schedules of events for programs taking place at the National Archives during and surrounding the week of June 2 through 8, 1991, designated by Congress as the "Week for the National Observance of the 50th Anniversary of World War II."

We would appreciate your distributing this information within your organization and encouraging your staff to attend, workloads permitting.

We look forward to seeing you or your representative at the meeting and Opening Ceremony on June 3.

Sincerely,

DON W. WILSON  
Archivist of the United States

62-37683-227

JUN 21 1991

2- ENCLOSURE

OFF. OF PUBLIC AFF. 34



**NATIONAL ARCHIVES  
WORLD WAR II COMMEMORATION**

---

**Join Us On Monday, June 3  
for  
Opening Ceremonies  
and a  
Free Concert**

***National Archives, Constitution Avenue  
between 7th & 9th Streets, N.W.***

**11 a.m.: Welcome: Archivist of the United States,  
Dr. Don W. Wilson**

**Keynote Speaker: Senator Robert J. Dole, (R-KS)**

**Featured Speakers: Secretary of the Army,  
Michael P.W. Stone**

**Brig. Gen. Robert F. McDermott  
(USAF, RET.),  
Chairman and CEO, United Services  
Automobile Assoc.**

**Noon:**

**U.S. Army Field Band &  
Soldiers' Chorus**

66-2483-227  
**ENCLOSURE**

# World War II



1941 - 1945  
National Archives  
Commemorative Committee

## "WEEK FOR THE NATIONAL OBSERVANCE OF THE 50TH ANNIVERSARY OF WORLD WAR II"

### Honorary Co-Chairmen

Senator Robert J. Dole  
Senator Daniel K. Inouye  
Representative Charles E. Bennett  
Representative Robert H. Michel

### United States Senate

Brock Adams  
Daniel K. Akaka  
Lloyd Bentsen  
Dale L. Bumpers  
John H. Chafee  
Alan Cranston  
Alan J. Dixon  
J. James Exon  
Wendell H. Ford  
John Glenn  
Mark O. Hatfield  
Howell Heflin  
Jesse A. Helms  
Ernest F. Hollings  
Frank R. Lautenberg  
Spark M. Matsunaga  
James A. McClure  
Daniel P. Moynihan  
Claiborne Pell  
William V. Roth, Jr.  
Terry Sanford  
Ted Stevens  
Strom Thurmond  
John W. Warner

### House of Representatives

Glenn M. Anderson  
Cass Ballenger  
Doug Barnard  
Tom Bevill  
Jack Brooks  
William S. Broomfield  
George E. Brown, Jr.  
James McClure Clarke  
Silvio O. Conte  
E. (Kika) de la Garza  
William L. Dickinson  
John D. Dingell  
Bernard J. Dwyer  
Don Edwards  
Dante B. Fascell  
Hamilton Fish, Jr.  
William D. Ford  
Sam M. Gibbons  
Benjamin A. Gilman  
Frank J. Guarini  
Ralph M. Hall  
John Paul Hammerschmidt  
Frank Horton  
Amo Houghton  
Earl Hutto  
Henry J. Hyde  
Robert W. Kastenmeier  
Joe Kolter  
Robert J. Lagomarsino  
Alfred A. McCandless  
John Joseph Moakley  
G. V. (Sonny) Montgomery  
Carlos J. Moorhead  
Austin J. Murphy  
John T. Myers  
William H. Natcher  
Howard C. Nielson  
Jim Olin  
J. J. Pickle  
Arthur Ravenel, Jr.  
Richard B. Ray  
Ralph Regula  
Robert A. Roe  
J. Roy Rowland  
Edward R. Roybal  
James H. Scheuer  
Norman Sisisky  
Joe Skeen  
D. French Slaughter, Jr.  
Neal Smith  
Louis Stokes  
Bob Stump  
Morris K. Udall  
Tim Valentine  
Chalmers P. Wylie  
Sidney R. Yates

\*Deceased

The National Archives will commemorate the 50th anniversary of World War II with a series of events. Congress has passed a Joint Resolution, designating the week of June 2-8, 1991 as the "Week for the National Observance of the 50th Anniversary of World War II." President Bush also has signed a proclamation calling upon the American people "...to observe the week with appropriate activities and ceremonies." From Wednesday, May 29, 1991 through Friday, June 14, 1991, the National Archives will sponsor a series of programs not only officially noting this special commemorative period, but also highlighting the beginning of 4 1/2 years of programs, activities, and ceremonies by the National Archives, the Department of Defense, and other Federal agencies.

### WEDNESDAY, MAY 29, 1991:

12:00 pm: MEMORIAL DAY PROGRAM, WORLD WAR II SERIES.  
Author lecture/booksigning. Benjamin O. Davis,  
An Autobiography.  
General Davis was the first black graduate of West Point in the 20th century and Commander of the Tuskegee Division, Army Air Corps (only black fighter pilots in WWII).  
National Archives Theater, Pennsylvania Avenue entrance

### SATURDAY, JUNE 1, 1991:

12:00 pm: FILM PROGRAM - "THE ROAD TO WAR" SERIES BEGINS  
Two Hollywood features that were among the first American films to recognize the dangers of the rise of fascism in Europe.  
"Confessions of a Nazi Spy" (1939), starring Edward G. Robinson and Alfred Hitchcock's  
"Foreign Correspondent" (1940).  
With newsreels and cartoons -- a total recreation of pre-war movie matinee.  
National Archives Theater, Pennsylvania Avenue entrance

62-37683-227  
ENCLOSURE

MONDAY, JUNE 3, 1991:

- 11:00 am: OPENING CEREMONY, Constitution Avenue steps  
Welcome: Archivist of the United States  
Dr. Don W. Wilson  
Keynote Speaker: Senator Robert J. Dole (R-KS)  
Featured Speakers:  
Secretary of the Army Michael P.W. Stone  
Brig. Gen. Robert F. McDermott (USAF, Ret.)  
Chairman and CEO, United Services  
Automobile Association
- 12:00 pm: CONCERT, U.S. ARMY FIELD BAND AND SOLDIERS'  
CHORUS, Constitution Avenue steps  
Featuring a special program of World War II  
music

TUESDAY, JUNE 4, 1991:

- 12:00 pm: AUTHOR LECTURE/BOOKSIGNING  
FIGHTERS: The World's Great Aces and Their  
Planes -- Text by Edwards Parks  
National Archives Theater, Pennsylvania Avenue  
entrance

WEDNESDAY, JUNE 5, 1991:

- 12:00 pm: CONCERT, U.S. AIR FORCE AIRMEN OF NOTE -  
Constitution Avenue steps  
Featuring music from the Big Band era
- 7:00 pm: FILM PROGRAM IN COOPERATION WITH U.S. HOLOCAUST  
MEMORIAL COUNCIL  
"The Shop on Main Street" (1965), set in a  
small town in Czechoslovakia during World War  
II. Received an Oscar for Best Foreign Film of  
1965.  
National Archives Theater, Pennsylvania Avenue  
entrance

THURSDAY, JUNE 6, 1991:

- NOON: FILM PROGRAM - "THE ROAD TO WAR" series begins  
"The Good Fight" (1984). A documentary about  
veterans of the Spanish Civil War.  
National Archives Theater, Pennsylvania Avenue  
entrance



- 7:00 pm: FILM PROGRAM - "THE ROAD TO WAR" SERIES  
"Triumph of the Will" (1934). Leni  
Riefenstahl's classic documentary about the  
Nazi Reich Party Day rally in Nuremburg.  
National Archives Theater, Pennsylvania Avenue  
entrance
- 8:00 pm: CONCERT ON THE AVENUE: THE NAVY MEMORIAL -  
THE NAVY BAND COMMODORES  
National Archives is guest host  
Navy Memorial, Pennsylvania Avenue between 7th  
and 9th Streets

FRIDAY, JUNE 7, 1991:

- 12:00 pm: FILM PROGRAM - "THE ROAD TO WAR" SERIES  
"The World of Tomorrow," (1984). A bittersweet  
look at the New York World's Fair--a final  
moment of optimism on the eve of the Second  
World War.  
National Archives Theater, Pennsylvania Avenue  
entrance
- 7:00 pm: FILM PROGRAM - "THE ROAD TO WAR" SERIES  
"December 7th." (1942). John Ford's  
unreleased full-length version of his film  
about Pearl Harbor. One of the most rare  
film's in the holdings of the National  
Archives.  
National Archives Theater, Pennsylvania Avenue  
entrance

SATURDAY, JUNE 8, 1991:

- 11:30 am: DESERT STORM VICTORY PARADE --  
CONSTITUTION AVENUE

MONDAY, JUNE 10, 1991:

- 7:30 pm: LIVE DRAMA -- "Spam, Spunk and Elbow Grease"  
A series of vignettes with music about life on  
the homefront in the United States and England.  
Written by Rosemary Knower, produced by  
Katherine Flye of Interact Theatre.  
National Archives Theater, Pennsylvania Avenue  
entrance

TUESDAY, JUNE 11, 1991:

7:30 pm: LIVE DRAMA -- "Spam, Spunk and Elbow Grease"  
(See June 10 for description)  
National Archives Theater, Pennsylvania Avenue  
entrance

WEDNESDAY, JUNE 12, 1991:

7:30 pm: LIVE DRAMA -- "Spam, Spunk and Elbow Grease"  
(see June 10 for description)  
National Archives Theater, Pennsylvania Avenue  
entrance

THURSDAY, JUNE 13, 1991:

12:00 pm: LIVE DRAMA -- "Spam, Spunk and Elbow Grease"  
(see June 10 for description)  
National Archives Theater, Pennsylvania Avenue  
entrance

FRIDAY, JUNE 14, 1991:

12:00 pm: LIVE DRAMA -- "Spam, Spunk and Elbow Grease"  
(see June 10 for description)  
National Archives Theater, Pennsylvania Avenue  
entrance

UPCOMING:

JULY 15, 17, and 18, 1991:

7:30 pm: MUSICAL PERFORMANCE -- "In the Mood"  
This program explores American popular music of  
World War II and the 1940's with music and  
lyrics by Irving Berlin, Leonard Bernstein,  
Johnny Mercer and more. Written and directed  
by James Morris. With Bud Forrest and his  
Washington Swing Orchestra featuring the  
female vocal trio String of Pearls and Brian  
Donnelly  
National Archives Theater, Pennsylvania Avenue  
entrance

For updated information on each day's activities, call  
(202) 501-5000.

For further information on upcoming events, please contact  
the National Archives, ATTN: World War II Programs (NE),  
Washington, DC 20408.

306  
June 5, 1991

MEMORANDUM TO MESSRS. CLARKE  
GREENLEAF  
GOW  
BAKER  
BAYSE  
BRANDON  
CHRISTENSEN  
DANIELS  
DAVIS  
HICKS  
KENNEDY  
TOOHEY  
YORK  
BRIXEY  
CHASE  
HARTINGH  
HOGAN  
MRS. MINFORD  
COLLINGWOOD  
GUIDO  
PEREZ

RE: WEEK FOR THE NATIONAL OBSERVANCE OF WORLD WAR II

Enclosed are schedules of events for programs taking place at the National Archives during and surrounding the week of June 2 through June 8, 1991, designated by Congress as the "Week for the National Observance of the 50th Anniversary of World War II."

Please distribute this information to your employees.

*62-37683-228*  
Thomas F. Jones  
Inspector in Charge  
Office of Public Affairs

Dep. Dir. \_\_\_\_\_  
ADD Adm. \_\_\_\_\_  
ADD Inv. \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Enclosure  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_ 1 - Mr. Jones - Enclosure  
Intell. \_\_\_\_\_ 1 - Mr. Nelson - Enclosure  
Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_ 1 - Mrs. Fitzsimmons - Enclosure  
Rec. Mgnt. \_\_\_\_\_ 1 - Manuals Desk  
Tech. Servs. \_\_\_\_\_ SRE: Staff/War (27) *SAW*  
Training \_\_\_\_\_ *RAM*  
Cong. Affs. Off. \_\_\_\_\_  
Off. of EEO \_\_\_\_\_  
Off. Liaison & Int. Affs. \_\_\_\_\_  
Off. of Public Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_ MAIL ROOM ☐

305  
597

February 4, 1992

Honorable Don W. Wilson  
Archivist of the United States  
National Archives and  
Records Administration  
Eighth Street & Pennsylvania Avenue, N.W.  
Washington, D.C. 20408

Dear Mr. Wilson:

Enclosed for your information is a copy of a letter sent to you on September 19, 1991 by Susan Gaffney, Branch Chief, Management Integrity Branch, Office of Management and Budget (OMB). This letter enclosed a Federal Bureau of Investigation letterhead memorandum concerning National Archives and Records Administration employees [redacted] and was provided to you for possible administrative action.

b6  
b7C

In May, 1990, the Allegations Review Subcommittee (ARS) of the President's Council on Integrity and Efficiency (PCIE), was leaving the decision of agency head notification of allegations concerning Inspectors General up to the Deputy Director at OMB who also serves as the Chairman of the PCIE. This practice was subsequently changed and notification is currently coordinated through the ARS. In keeping with the ARS's procedures I am requesting that the ARS be advised of administrative actions, if any, taken by you in referenced matter.

62-37683-229  
Sincerely yours,

ENCLOSURE

W. Douglas Gow  
Chairman  
Integrity/Law Enforcement Committee

Dep. Dir. \_\_\_\_\_  
ADD Adm. \_\_\_\_\_  
ADD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Enclosure

Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
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Cong. Affs. Off. \_\_\_\_\_  
Off. of EEO \_\_\_\_\_  
Off. of Public Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

LFE:may (14)

APPROVED:

Director \_\_\_\_\_  
Deputy \_\_\_\_\_  
ADD-Adm. \_\_\_\_\_  
ADD-Inv. \_\_\_\_\_

1 - Mr. Dorch  
1 - Mr. Wade  
1 - Mr. Elston  
1 - Mr. Carl  
1 - Mr. Ginieres (Information)

Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Info. Mgnt. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Cong. Affs. Off. \_\_\_\_\_  
Off. of EEO \_\_\_\_\_  
Off. of Liaison & Int. Affs. \_\_\_\_\_  
Off. of Public Affs. \_\_\_\_\_

MAIL ROOM



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

SEP 19 1991

Honorable Don W. Wilson  
Archivist of the United States  
National Archives and  
Records Administration  
Eighth Street & Pennsylvania Avenue, N.W.  
Washington, DC 20408

Dear Mr. Wilson:

I am enclosing a copy of a January 31, 1990 FBI Report of Investigation concerning actions by [redacted] who are employees of the National Archives and Records Administration. As indicated in the Report of Investigation, the Department of Justice declined prosecution in this matter due to a lack of evidence to support a criminal prosecution. I am providing the Report to you for whatever administrative action you may deem appropriate.

b6  
b7C

I regret the delay in providing this Report of Investigation to you. When it was transmitted to OMB in May of 1990, staff in the Management Integrity Branch apparently assumed that it had separately been transmitted to you. Upon assuming full-time responsibility for the Management Integrity Branch several weeks ago, I checked with the FBI, only to find that they had not provided you with copy.

Sincerely,

15/  
Susan Gaffney, Branch Chief  
Management Integrity Branch

Enclosure

BCC: Official File  
MIB Chron  
Steinberg  
Gaffney  
FMD/MIB/9-19-91

62-37683-229  
ENCLOSURE

# National Archives



Washington, DC 20408

Honorable William S. Sessions  
Director  
Federal Bureau of Investigation  
Washington, DC 20535

Dear Judge Sessions:

As our country approaches the commemoration of its participation in World War II fifty years ago, it is very gratifying to see the growing interest in this important period of America's history. Government entities, veterans organizations, other groups, and individual citizens have become increasingly involved in valuable activities for remembering and reflecting upon this Nation's involvement in the Second World War.

The Executive Branch Steering Committee, which the National Archives created in 1990, has played a key role in helping the commemoration to gain momentum. The Committee serves as an example of interagency cooperation and coordination. Your willingness, and the willingness of other busy officials who have served on the Executive Branch Steering Committee, to devote time to this undertaking indicates the significance we attribute to this commemorative effort.

In the absence of a designated federal lead agency, the Department of Defense 50th Anniversary of World War II Commemorative Committee serves as the formal mechanism through which Executive Departments and Agencies jointly consult and coordinate the planning of World War II commemorative activities. Therefore, it seems advisable to combine the Executive Branch Steering Committee with the DoD Committee. By doing so, we can enhance communication and concentrate our energies on the success of the national commemorative activities.

Accordingly, we join to thank you for your service on the National Archives Executive Branch Steering Committee and for your willingness to continue to serve on the DoD World War II Advisory Committee (DoDAC).

The DoDAC is comprised of representatives of the Legislative and Executive branches of government, business and civic leaders, noted academicians and historians, and distinguished military retirees. To provide you with more information, the

2

committee charter is enclosed as well as a current list of the members. The committee will meet biannually for two-hour sessions to provide advice and guidance on the conduct of the program over the next four years. Together, we can renew our efforts to achieve the goals stated in your original letter of invitation: "to provide the American people a richer and more moving appreciation of the epic struggle this nation faced and conquered half a century ago."

Sincerely,



DON W. WILSON  
Archivist of the United States



MICHAEL P. W. STONE  
Secretary of the Army

Enclosures

## CHARTER OF THE

### DEPARTMENT OF THE ARMY HISTORICAL ADVISORY COMMITTEE

OFFICIAL DESIGNATION: Department of the Army Historical Advisory Committee.

OBJECTIVES AND SCOPE: The purpose of the Department of the Army Historical Advisory Committee (DAHAC) is to provide the Chief of Military History, the Chief of Staff, US Army and The Secretary of the Army with advice and counsel regarding: (1) the conformity of the Army's historical work and methods with professional standards, (2) effective cooperation between the historical and military professions in advancing the purpose of the Army Historical Program, and (3) the mission of the US Army Center of Military History to further the study of and interest in military history in both civilian and military schools.

DURATION AND OPERATION: Continuing.

REPORTING. The committee reports through the Chief of Military History to the Chief of Staff, US Army, and the Secretary of the Army.

SUPPORTING AGENCY. The US Army Center of Military History provides necessary administrative and fiscal support.

DUTIES. The Department of the Army Historical Advisory Committee reviews the progress and direction of Army historical activities and makes formal recommendations through the Chief of Military History to the Chief of Staff, US Army, and the Secretary of the Army. The committee's review is designed to (1) give both the public and the Army assurance concerning the standards, adequacy, and integrity of Army historical publications and other historical activities; (2) to provide the Chief of Military History, the Chief of Staff, US Army, and the Secretary of the Army with a recurring check on the quality and adequacy of the professional historical effort carried on under the supervision of the Chief of Military history; (3) to provide for the continuous and valuable coordination of the historical effort of the Army with the interests and needs of its own schools and colleges and the public academic community; and (4) to serve as a link between the US Army Military History Institute and the various civilian and military groups who are its users or have an interest in its development.

62-37683-230

ENCLOSURE



COSTS: a. \$20,000 estimated annual operating costs

b. 1/4-person year

MEETINGS: Will meet as necessary, but not less than twice a year.

TERMINATION DATE: Two years from the date this charter is filed with the Congress.

COMPOSITION: a. The DAHAC will consist of the following:

- o The U. S. Senate Historian
- o The Historian of the House of Representatives
- o Assistant to the President and Deputy Chief of Staff, Office of the Staff Secretariat, or a duly appointed representative
- o Senior Representative of the State Department
- o Senior Representative of the Department of Veterans Affairs
- o Senior Representative of the National Archives
- o Senior Representative of the National Park Services
- o Senior Representative of the Smithsonian Institute
- o The Secretary of the Navy or a Senior Representative
- o The Secretary of the Air Force or a Senior Representative
- o Senior Representative of the Joint Staff
- o The Under Secretary of Defense for Policy or a Senior Representative
- o The ASD Public Affairs or a Senior Representative
- o The Chairman of the Reserve Forces Policy Board
- o The Department of Defense Historian
- o The Administrative Assistant to the Secretary of the Army
- o Superintendent of U. S. Military Academy or Senior Representative
- o Commandant of the U. S. Army War College or Senior Representative
- o Commanding General of the U. S. Army Training and Doctrine Command or Senior Representative
- o Commandant of the Command and General Staff College or Senior Representative
- o Commanding General from one other major command or Senior Representative, on a rotating basis
- o The Archivist of the Army

- o No more than 20 members drawn from private industry, academe and the general public, of which at least 7 will be distinguished historians and 3 will be distinguished military retirees

b. Term of membership: Non-government members may serve a term of 2 years and may be reappointed for one additional 2-year term if consistent with Departmental policy. Members who are full-time officers or employees of the Federal Government may serve at the pleasure of their agency so long as they remain full-time officers or employees. The Chief of Military History or his designee who will be a full-time officer or employee of the Federal Government will attend each meeting with full authority to adjourn any meeting which is determined by he or she not to be in the public interest.

**SUBCOMMITTEES:** Subcommittees may be formed from among the memberships or such other consultants as may be appointed to provide advice and recommendations on historical topics of special interest to the Department of Defense. One of the more prominent of these will be the commission to commemorate the 50th Anniversary of WWII. This group, as well as such others as may be necessary, will report to the DAHAC.

**DATE OF AMENDMENT:** 18 APR 1991

**DATE CHARTER FILED:**

28 FEB 1990

Department of Defense World War II  
Advisory Committee  
(Current Members)

GOVERNMENT  
(ALPHABETICAL LISTING)

Dr. Richard A. Baker, Historian, Senate Historical Office, Senate  
Hart Office Building, Washington, D.C. 20510-7108

Honorable Phillip D. Brady, Assistant to the President and Staff  
Secretary, Office of the Staff Secretariat, The White House,  
Washington, D. C. 20500

Honorable H. Lawrence Garrett, III, Secretary of the Navy, Pentagon  
(4E686), Washington, D. C. 20330-1000

Lieutenant General Howard D. Graves, Superintendent, United States  
Military Academy, West Point, New York 10996

Mr. Milton H. Hamilton, Administrative Assistant to the  
Secretary of the Army, Pentagon (3E733), Washington, D. C.  
20310-0107

Mr. Daniel J. Kalinger, Deputy Assistant Secretary of Defense For  
Public Affairs, Pentagon (2E800), Washington, D. C.

Lieutenant General Claude M. Kicklighter, USA, Executive Director,  
50th Anniversary of WWII Commemoration Committee, Pentagon,  
Room 3E524, Washington, D. C. 20310

Mr. I. Lewis Libby, Deputy, Under Secretary of Defense  
(Strategy Resources), Pentagon (4E829), Washington, D. C.  
20310-2100

Honorable John O. Marsh, Jr., Chairman, Reserve Forces Policy  
Board, Pentagon (3E330), Washington, D. C. 20301

Honorable Constance Berry Newman, Director, Office Personnel  
Management, 1900 E Street, N.W., Washington, D. C. 20415

Brigadier General Harold W. Nelson, Chief, USA Center Military  
History, S. E. Federal Center, Bldg. 159, Room 538,  
Washington, D. C. 20310

Major General Rudy Ostovich, III, USA, Vice Director of the Joint  
Staff, Pentagon, Washington, D. C. 20310

62-37683-230  
ENCLOSURE

Honorable Anthony J. Principi, Deputy Secretary of Veterans Affairs, Department of Veterans Affairs, Washington, D.C. 20420

Honorable Donald B. Rice, Secretary of the Air Force, Pentagon (4E871), Washington, D. C. 20330-1000

Mr. Jerry L. Rogers, Associate Director for Cultural Resources, National Park Service, Post Office Box 37127, Washington, D. C. 20013-1727

Mr. Arnold Kanter Under Secretary for Political Affairs, Room 7240, U. S. Department of State, Washington, D. C. 20520-7516

Mr. Raymond W. Smock House Historian, Cannon House Office Building, Washington, D. C. 20515-6701

Honorable M. P. W. Stone, Secretary of the Army, Pentagon, Washington, D. C. 20310

Dr. Don W. Wilson, Archivist of the United States, National Archives, 7th & Pennsylvania Avenue, N. W., Room 111, Washington, D. C. 20408

## NON-GOVERNMENT CONSULTANTS (ALPHABETICAL LISTING)

Dr. Joan Challinor, Research Associate, National Museum of American History, Smithsonian Institution, 3117 Hawthorne Street, N.W., Washington, D. C. 20310

Mr. Cameron Clark, Jr., President, Production Sharing International, Ltd., Post Office Box 39, Southport, Connecticut 06490-0039

Professor Edward M. Coffman, Department of History, University of Wisconsin, 3211 Humanities, 455 N. Park Street, Madison, Wisconsin

Major General John P. Condon, USMC (Ret.) 400 Madison Street, Apt 1702, Alexandria, Virginia 22314

General Andrew J. Goodpaster, USA (Ret.), 1616 - "H" Street N.W., Third Floor, Washington, D. C. 20006

Brigadier General Hazel W. Johnson-Brown, USA (Ret), Consultant, 6825 Clifton Road, Clifton, Virginia 22024

Rear Admiral John H. Kane, Jr., USN (Ret.), 1615 Forest Lane,  
McLean, Virginia 22101

Vice Admiral William F. Rea, III, USCG (Ret.), Post Office Box  
2069, Arlington, Virginia 22202

General Jacob E. Smart, USAF (Ret.), Consultant, Box "Y",  
Ridgeland, South Carolina 29936

Colonel Sava Stepanovitch, USA (Ret.), 75, Rue de La Tour, 75016  
Paris, France

General John Vessey, USA (Ret.), c/o General Officer Management  
Office, Headquarters, Department of the Army, Pentagon  
(2E749), Washington, D. C. 0310-0200

310

FEB 19 1992

Dr. ~~Don W. Wilson~~  
Archivist of the United States  
Room 111  
National Archives  
7th Street and Pennsylvania Avenue, N.W.  
Washington, D.C. 20408

Dear Dr. Wilson:

Thank you for the communication from you and Secretary of the Army Michael Stone concerning my service on the National Archives Executive Branch Steering Committee. This has been a rewarding experience for me, and I appreciate your affording me the opportunity to help in the preparation of our country's commemoration of the 50th Anniversary of World War II.

I will be pleased to continue this effort by serving on the Department of Defense World War II Advisory Committee, and I look forward to working with you and the other members of this Committee.

Sincerely yours,

William S. Sessions  
Director

MAILED 2

FEB 21 1992

FEB

- 1 - Honorable Michael P. W. Stone  
Secretary of the Army  
The Pentagon  
Washington, D.C. 20310
- 1 - Mrs. Munford
- 1 - Mrs. Fitzsimmons

b6  
b7C

62-37683-231

NOTE: Mr. ROGER KING of the DOD World War II Advisory Committee was called on 2/12/92 and was advised that the Director would serve on the Advisory Committee.  
ESH:dgb (7)

- Dep. Dir. \_\_\_\_\_
- ADD Adm. \_\_\_\_\_
- ADD Inv. \_\_\_\_\_
- Asst. Dir.: \_\_\_\_\_
- Adm. Servs. \_\_\_\_\_
- Crim. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Info. Mgnt. \_\_\_\_\_
- Insp. \_\_\_\_\_
- Intell. \_\_\_\_\_
- Lab. \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Tech. Servs. \_\_\_\_\_
- Training \_\_\_\_\_
- Cong. Affs. Off. \_\_\_\_\_
- Off. of EEO \_\_\_\_\_
- Off. Liaison & Int. Affs. \_\_\_\_\_
- Off. of Public Affs. \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director's Office \_\_\_\_\_

MAIL ROOM ☐

APPROVED: \_\_\_\_\_  
Director \_\_\_\_\_  
Dep. Dir. \_\_\_\_\_  
ADD-Adm. \_\_\_\_\_  
ADD-Inv. \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Info. Mgnt. \_\_\_\_\_  
Inspection \_\_\_\_\_  
Intell. \_\_\_\_\_  
Laboratory \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Cong. Affs. Off. \_\_\_\_\_  
Off. of EEO \_\_\_\_\_  
Off. of Liaison & Int. Affs. \_\_\_\_\_  
Public Affs. \_\_\_\_\_

*[Handwritten signatures and initials]*  
low

# National Archives



302  
Washington, DC 20408

JAN 3 1992

Mr. Thomas Carl  
Governmental Fraud Unit  
Federal Bureau of Investigation  
Washington, DC 20535

Dear Sir:

This is to make a formal request to your office on behalf of the National Archives and Records Administration (NARA) concerning our need for further information obtained by your agents during the course of a investigation for a contract awarded by NARA in 1987.

In late 1988, I was advised by Agent [redacted] of your Falls Church, Virginia field office, that the Federal Bureau of Investigation (FBI) was engaged in an investigation of NARA officials because of allegations made concerning a contract for security services awarded by NARA to Vance International Inc. in October, 1987. [redacted]

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ENCLOSURE

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REV/CO



If you need any further information about this matter, please contact me at 501-5130. Thank you for consideration of this request.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Don W. Wilson'.

DON W. WILSON  
Archivist of United States

Enclosures



# Memorandum



Exec AD Adm. \_\_\_\_\_  
 Exec AD Inv. \_\_\_\_\_  
 Exec AD LES \_\_\_\_\_  
 Asst. Dir.:  
 Adm. Servs. \_\_\_\_\_  
 Crim. Inv. \_\_\_\_\_  
 Ident. \_\_\_\_\_  
 Insp. \_\_\_\_\_  
 Intell. \_\_\_\_\_  
 Lab. \_\_\_\_\_  
 Legal Coun. \_\_\_\_\_  
 Off. Cong. & Public Affs. \_\_\_\_\_  
 Rec. Mgnt. \_\_\_\_\_  
 Tech. Servs. \_\_\_\_\_  
 Training \_\_\_\_\_  
 Telephone Rm. \_\_\_\_\_  
 Director's Sec'y \_\_\_\_\_

To : Mr. Davis JPD/W

Date 1/16/92 302

From : L. A. Potts

Subject : REQUEST FOR INFORMATION FROM DON W. WILSON,  
 ARCHIVIST OF THE UNITED STATES, 1/3/92

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Reference letter from Mr. Wilson dated 1/3/92 (Copy attached) and telephone call to SSA [redacted] Unit Chief, Civil Discovery Review Unit, from SSA [redacted] Governmental Fraud Unit, White-Collar Crimes Section, on 1/9/92.

**PURPOSE:** To arrange for the Legal Counsel Division (LCD) to prepare a response to the attached request for information.

**RECOMMENDATION:** That LCD respond to Mr. Wilson's request for additional information in coordination with SSA [redacted] Congressional Affairs Office (CAO).

APPROVED: [Signature] Adm. Servs. [Signature] Legal Coun. [Signature] Off. of Liaison  
 Director [Signature] Crim. Inv. [Signature] Rec. Mgnt. [Signature]  
 Dep. Dir. [Signature] Ident. [Signature] Tech. Servs. [Signature]  
 ADD-Adm. [Signature] Insp. [Signature] Training [Signature]  
 [Signature] Cong. Affs. Off. [Signature]

**DETAILS:** ADD-Adm. approximately January, 1989, WMFO initiated an investigation into allegations that [redacted] assisted a private security firm in obtaining a contract with the National Archives in violation of Federal procurement regulations. The security firm was owned by [redacted]

The investigation revealed that [redacted] directed [redacted] to meet with representatives of Vance International prior to the request for proposals being made public. [redacted] is currently the [redacted]

In January, 1990, the results of the investigation were presented to United States Attorney's Office for the District of Columbia which declined prosecution due to lack of evidence. Several individuals interviewed in connection with the above investigation were interviewed with the condition that their cooperation remain confidential. A letterhead memorandum (LHM) summarizing the investigation was provided to the National Archives by the Office of Management and Budget by letter dated 9/19/91.

Enclosure

- 1 - Mr. Davis
- 1 - Mr. Potts
- 1 - Mr. Collingwood

- 1 - Mr. Esposito
- 1 - Mr. Dorch
- 1 - Mr. Wade
- 1 - Mr. Carl (case folder)

TLC:cq (7)

(CONTINUED - OVER)

*Cg May*

62-37683-233

Memorandum from L. A. Potts to Mr. Davis  
Re: Request For Information From Don W. Wilson, Archivist of the  
United States, 1/3/92

b6  
b7C In addition to the above investigation, WMFO is currently  
investigating allegations that [ ] and other Archives officials  
circumvented procedures in the awarding of another contract.

SSA [ ] CAO, is currently handling a request  
from a Congressional Subcommittee, for copies of the same interviews  
being sought by Mr. Wilson. The Congressional Subcommittee is being  
denied copies of the FD-302s because the interviewees were represented  
by legal counsel during the interviews and consented to the interviews  
on the basis that their cooperation would not be made public.

It is the Criminal Investigative Division's position that the  
FD-302s should not be released to Mr. Wilson, based on the  
interviewees' request for confidentiality. The LHM provided to  
Mr. Wilson provides sufficient details to enable his agency to conduct  
whatever administrative inquiry may be deemed appropriate.

Memorandum from L. A. Potts to Mr. Davis dated 1/16/92  
RE: Financial Crimes Enforcement Network (FinCen)

ADDENDUM: CRIMINAL INVESTIGATIVE DIVISION (CID); WHITE-COLLAR  
CRIMES SECTION (WCCS); SKY:sky/vf; 1/29/92

In a L. A. Potts to Mr. Davis memorandum of 1/16/92, each section within the Criminal Investigative Division was requested to review and furnish comments relative to a draft Memorandum of Understanding (MOU) between the FBI and the Financial Crimes Enforcement Network (FINCEN), dated 10/21/91. This MOU specifically deals with the control and dissemination of information concerning FBI investigations to third party agencies.

As stated in the 1/16/92 memorandum, FINCEN was created in 1990 by the Treasury Department to collect, analyze, and disseminate intelligence on financial crimes pertaining to all criminal activity, including drug-related matters. It relies heavily on criminal, regulatory, and commercial data bases for its information. The White-Collar Crimes Section (WCCS) strongly opposes the adoption of this MOU with FINCEN and recommends that information pertaining to FBI investigations be withheld from future dissemination. This opinion is based on the following:  
1) FINCEN is not a duly constituted law enforcement agency having authorized access to FBI files; 2) that FINCEN offers relatively little value to FBI WCC investigations; and, 3) possible access to FBI data bases poses an extreme security concern.

Though created by the Treasury Department, FINCEN is not a duly constituted law enforcement agency. As such, FINCEN is precluded from routine law enforcement dissemination of information under the Privacy Act. This fact is well known to the General Counsel for the Treasury Department who has presented this problem to the National Bank Fraud Working Group and endeavored to correct it to no avail. Therefore, access by FINCEN to FBI data bases could be in violation of the Privacy Act.

FINCEN, through its data base capability, was initially in a position to assist the FBI with respect to WCC investigations. These types of investigations have historically benefitted from the variety of information located in these data bases. However, since the creation of FINCEN, the FBI has developed its own source of data bases that offer essentially the same type of information as those by FINCEN. These FBI sources

1 - Mr. Davis	1 - Mr. Verinder	1 - Mr. Balgley
1 - Mr. Bayse	1 - Mr. Coulson	1 - Mr. Tucker
1 - Mr. Kennedy	1 - Mr. Wilson	1 - Mr. Ross
1 - Mr. Potts	1 - Each CID Section Chief	

are currently being handled through the Strategic Information Operations Center (SIOC) and are available to all field offices. This availability through SIOC greatly diminishes FINCEN's role and assistance in FBI WCC investigations.

The FBI is currently expanding and improving its own internal central records system, which includes the Field Office Information Management System (FOIMS) and the Investigative Support Information System (ISIS). In addition, there are apparently initiatives underway to link in other systems, such as those that monitor the informant program, so that a more cohesive and accessible system is in place. Coupled with this is the fact the FBI data bases also contain classified information which is both FBI originated and third agency originated. These factors suggest that a tremendous security problem would evolve if FINCEN was authorized access to this system. The WCCS does not foresee any positive benefit to allowing such access to FINCEN due to these types of concerns.

In conclusion, the WCCS recommends that the MOU initiative with FINCEN be reevaluated and that FBI data base accessibility be restricted for the reasons set forth above.

APPROVED: *DR*

Director _____	Adm. Servs. _____	Laboratory _____	Off. of Liaison _____
Dep. Dir. _____	Crim. Inv. _____	Ident. _____	& Int. Affs. _____
ADD-Adm. _____	Ident. _____	Int. Serv. _____	Off. of _____
ADD-Inv. _____	Info. Mgmt. _____	Training _____	Public Affs. _____
	Inspection _____	Cong. Affs. Off. _____	
	Intell. _____	Off. of EEO _____	

*J* *N* *4/2*

32

NATIONAL ARCHIVES

#130-92

Date

3/31/92

To: Assistant Director,  
Administrative Services Division

From: (Suggester's name)

George J. Savastano

Division of Assignment

Seven

SUGGESTION

For Archival preservation of famous signatures on historical documents within Headquarters files.

In place of historical document a photo copy of same would be placed in file with word as to location of original.

Current practice or rule (Include manual citation as well as facts)

They are now disintegrating due to use, time, climate.

Advantages of suggestion and annual savings (include basis for estimate)

No annual monetary savings would occur except to preserve a part of FBI history that with the continued current practices will decay or be lost forever! See me for examples.

Disadvantages of suggestion

Cost, in relation to number of documents - signatures to be preserved number of documents may be limited to cost incurred by preservations.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss

Document Analyst

Signature and Title of Suggester

Recommendations and comments of Division Head

It is certain that a number of documents bearing handwritten signatures and other writings of famous and infamous persons are contained in Bureau files. These writings would be of significant value to collectors. It may well be prudent that these documents be preserved for their historical significance if efficient methods could be established (see attached sheet).

(Do not write in this space - for Bureau use only)

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b7C

62-37683-234

SUGGESTION FROM GEORGE J. SAVASTANO DATED 3/31/92

to facilitate such preservation. I recommend <sup>that</sup> ~~that~~ appropriate Bureau officials make a determination concerning the viability of this employee's suggestion.

Re: Suggestion #130-92 by [redacted] Laboratory  
Division dated 3/31/92

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ADDENDUM OF THE INFORMATION MANAGEMENT DIVISION (IMD) 4/30/92:  
WS:WS *WS/RS*

Referenced suggestion proposes preservation of famous signatures on historical documents maintained in FBIHQ files, and that preservation be accomplished by placing a photo copy of such documents in file with a notation as to location of the original.

Historical material is determined by the application of a number of criteria developed by the National Archives and Records Administration (NARA). The FBI Records Disposition Schedule provides for the permanent retention and transfer of historical/research files and records to the National Archives and Records Administration (NARA).

The facilities at the NARA are fully equipped for the purpose of preserving and, if necessary, the restoration of historical records. The NARA staff members are highly trained experts in the field of record preservation and have recovered, restored and preserved records of historical value much older than the records of the FBI. It is therefore believed that any necessary or special effort to preserve, as suggested, historical information in FBI files can best be handled by the NARA.

RECOMMENDATION: That suggestion not be adopted. That a letter of appreciation be directed to suggester advising that historical information in FBI files is transferred to the NARA and that NARA is equipped and trained to ensure preservation of such information.

*BS*  
**APPROVED:** Adm. Servs. \_\_\_\_\_ Laboratory \_\_\_\_\_ Off. of Liaison \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Legal Coun. \_\_\_\_\_ & Int. Affs. \_\_\_\_\_  
Director \_\_\_\_\_ Ident. \_\_\_\_\_ Tech. Servs. \_\_\_\_\_ Off. of \_\_\_\_\_  
Dep. Dir. \_\_\_\_\_ Info. Mgnt. *Info* Training \_\_\_\_\_ Public Affs. \_\_\_\_\_  
ADD-Adm. \_\_\_\_\_ Inspection \_\_\_\_\_ Cong. Affs. Off. \_\_\_\_\_  
ADD-Inv. \_\_\_\_\_ Intell. \_\_\_\_\_ Off. of EEO \_\_\_\_\_

May 20, 1992

PERSONAL

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[Redacted]  
Federal Bureau of Investigation  
Washington, D. C.

① National Archives, NARS

Dear [Redacted]

Your suggestion which proposes the preservation of famous signatures on historical documents maintained in Bureau files has been received and reviewed by the appropriate personnel. The FBI Records Disposition Schedule provides for the permanent retention and transfer of historical material to the National Archives and Records Administration (NARA). The facilities at NARA are fully equipped for the purpose of preserving and, if necessary, restoring documents, and staff members are highly trained experts in this field. It has been determined, therefore, that any necessary or special effort to preserve historical information should be continued by the NARA.

Although your idea was not given favorable consideration in this instance, I want to thank you for your time and effort. I urge you to again participate in the Suggestion Program.

*62-37683-235*  
Sincerely yours,

Weldon L. Kennedy  
Assistant Director  
Administrative Services Division

1 - Mr. Hicks - For Your Information

1 - Personnel file of [Redacted] - Enclosure

NOTE: Suggestion and reasons for nonadoption set forth in letter to suggester and FD-252 dated 3/31/92. Addendum of IMD dated 4/30/92 recommending nonadoption. Views attached.

JLS:ddm (5) Suggestion #130-92

Dep. Dir. \_\_\_\_\_  
ADD Adm. \_\_\_\_\_  
ADD Inv. \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Cong. Affs. Off. \_\_\_\_\_  
Off. of EEO \_\_\_\_\_  
Off. Liaison & \_\_\_\_\_  
Int. Affs. \_\_\_\_\_  
Off. of Public Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

MAIL ROOM

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*WKK/jls*

*031410*  
[Redacted]  
*6856*

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691  
United States Department of State

Washington, D.C. 20520

October 28, 1992

Mr. Thomas B. Dudney *TD/K*  
U.S. Department of Justice, FBI  
J.E. Hoover Building, Room 5634  
10th & Pennsylvania Avenue, N.W.  
Washington, D.C. 20535

*NATIONAL Archives*

*Jon*  
Dear Mr. Dudney,

On a regular basis the Records Management staff of the Department of State visits Foreign Service Posts to review the records and information management program. Among the observations that we have made is that our agencies might - through cooperation - do more to improve records management practices abroad. Accordingly, we invite you to a Roundtable on Records Management Overseas to take place on Tuesday, November 17, 1992 from 9:30-11:30 a.m. in the AID Conference Room, Room 5951, located at 320 21st Street, N.W., Washington D.C.

The objectives for the Roundtable are two: to discuss each agency's approach and program for records management abroad, and address ways in which we might cooperate in the future. We ask that you bring a copy of your records management handbook, training materials, hand-outs or other tools, and be prepared to give a brief (5 minute) introduction to your agency's records management program overseas - that is, approaches, staffing, guidance, and training offered.

Please reply by Friday, November 6, 1992 to the Roundtable coordinator  at 202-647-6022 if you and/or a member of your staff plan to attend, or if you would like more information on the Roundtable. We will arrange for visitor's badges in advance if you provide us with either your social security number or date of birth by the deadline.

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Attendees: Enter the State Department from 21st Street. A staff member will be present to assist with your admittance and provide directions to the meeting. There is on-street metered parking up to two hours and the Foggy Bottom-GWU Metro stop is six short blocks north at 23rd & I Streets N.W.

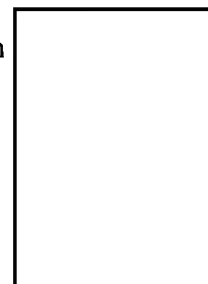
*62-37683-236*

The Records Management Branch feels this is an opportune time for agency records managers to share common concerns about managing records abroad. We look forward to seeing you.

Sincerely,

*Kenneth F. Rossman*  
Kenneth F. Rossman  
Chief, Records Management Branch

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# National Archives



Washington, DC 20408

November 6, 1992

Dear Customer,

*NATIONAL ARCHIVES*

We recently began offering electronic processing of reference requests to agencies that store records at the Washington National Records Center (WNRC). The Centers Information Processing System (CIPS) establishes an electronic link between records centers and customer agencies to transmit reference requests. CIPS is the most efficient way to request records from WNRC. If you want additional information regarding CIPS, please contact [redacted] at [redacted]

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Most routine requests which are not sent through the CIPS system should be mailed or delivered to WNRC.

Emergency requests requiring immediate pick-up should be sent via FAX. Our FAX machine number is [redacted]. The FAX machine should not be used for routine requests. Since all requests received over the FAX are marked for pick-up only, sending routine requests can cause delays. If the documents are not picked up within 24 hours, they will be returned to their proper location.

The emergency request line [redacted] can be utilized if you do not have FAX capability. The emergency request line is answered by a recorder.

If you need additional information, special handling, or need to follow-up on a response, please contact the following supervisors:

For files from Stacks 1, 2, 3, 8, 9, 10, or 21, call [redacted]. The supervisor is [redacted].

For files from Stacks 11 thru 20 call [redacted]. The supervisor is [redacted].

If you have requested to pick-up a record and need to verify if the file is ready for pick-up, you may call [redacted].

If you have any questions or problems, please contact me or the Assistant Branch Chief (Andrew Jones) at (301) 763-7430.

*62-37683-237*

Sincerely,

*Velevia K. Chance*

VELECIA K. CHANCE, Chief  
Reference Service Branch

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b7C

# National Archives



Washington, DC 20408

NOV 16 1992

Mr. Tom Dudley  
Federal Bureau of Investigation  
Room 5634, J. Edgar Hoover Building  
10th and Pennsylvania Avenue, NW  
Washington, D.C. 20535

NATIONAL ARCHIVES

Dear Mr. Dudley:

Enclosed for your information is a Memorandum to Agency Records Officers concerning the move of National Archives holdings and staff to our new facility in College Park, Maryland. As noted on page 2, the Office of the National Archives has suspended routine accessioning activities in the Washington area. However, in accordance with discussions we have had with you and your staff over the past year, we will continue to accession those records scheduled for transfer and appraise those files you bring to our attention.

If you have any questions concerning the impact of the move on the Bureau, please contact [redacted] on [redacted]

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b7C

Sincerely,

*Trudy Huskamp Peterson*  
TRUDY HUSKAMP PETERSON  
Assistant Archivist  
for the National Archives

Enclosures

ENCLOSURE

62-37683-238

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NOV 5 1992

**MEMORANDUM TO AGENCY RECORDS OFFICERS:** Construction of a second National Archives Building and the relocation of archival holdings and staff.

The National Archives facility now under construction at College Park, Maryland, will be ready for occupancy in late 1993. This state-of-the-art facility will allow us to consolidate more than 1.4 million cubic feet of archival Federal records in two buildings in the Washington area - the original National Archives Building and the new Archives II building. Enclosed are a fact sheet about the new building and a photograph of the model.

The movement of archival records to Archives II will begin in January 1994 and continue through 1995. During 1996 we will be rearranging and moving additional records into the National Archives Building. Consequently, NARA operations will be somewhat altered for a three year period.

#### Continuation of Services

Most of the services we provide to agencies will continue with little or no interruption during the relocation period. These include:

- Publication of the daily Federal Register
- Review and approval of records disposition schedules (SF 115)
- Records management program evaluations
- Records management training
- Technical/professional advice on preservation
- Full service operation of the:
  - National Personnel Records Center
  - Washington National Records Center
  - Regional Federal records centers nationwide
  - Regional archives nationwide

The Office of Records Administration, which includes the Records Appraisal and Disposition Division and the Agency Services Division, will move to Archives II in late 1993. Shortly before that time, we will notify you how to contact the appraisal archivist assigned to your agency and how to make arrangements to attend records management

62-37683-238

training courses. Also moving to Archives II in late 1993 will be the headquarters staff of the Office of Federal Records Centers.

Move of Archival Holdings and Related Personnel

Early 1994: Nontextual records - cartographic and architectural, motion pictures, sound recordings, still pictures, and electronic media

Mid 1994-1995: Textual (paper) records

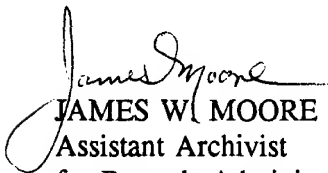
1996: Relocation and consolidation of records in the National Archives Building


During this period we will shift staff of the Office of the National Archives so that services can resume for both Government and public users of our holdings as soon as possible. Only a very small amount of records will be in transit at one time. Access to records in transit will be limited, but we will make every effort to respond to urgent requests.


In order to prepare for the move, we have suspended routine accessioning of scheduled permanent records into the National Archives. We will try to accommodate any of you who may need to remove archival records from agency space. In most instances, such records will be sent to the Washington National Records Center for interim storage pending completion of the move to Archives II.

Along with accessioned records, nearly 200,000 cubic feet of records appraised as permanent which are eligible for transfer to the National Archives, but which have remained at the Washington National Records Center, will also be moved to Archives II. An explanation of this process will be sent to agencies that have such records at the center.

We will keep you informed of our plans as they develop, especially any that might have a direct impact on your agency and the records we have accessioned from you in the past. If you have any questions, please contact Daniel T. Goggin on (202) 501-5335.

  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

  
TRUDY HUSKAMP PETERSON  
Assistant Archivist  
for the National Archives

  
DAVID F. PETERSON  
Assistant Archivist  
for Federal Records Centers

Attachments

# National Archives



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Washington, DC 20408

DEC 18 1992

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MEMORANDUM TO AGENCY RECORDS OFFICERS: Records accumulated by Clinton Administration transition teams

We recently have received inquiries from several records officers concerning the record status of files accumulated by Clinton Administration transition teams. These files usually are not considered Federal records. However, they may attain record status if a transition team member subsequently becomes an agency official **and** uses files accumulated during the transition to transact agency business. To determine record status in such instances, agencies should apply the guidance contained in 36 CFR 1222.34.

We should add that the agency copies of papers created by agency officials in connection with transition activities, such as briefing books and position papers provided to the transition team, are records. Agencies should submit disposition requests for these records if they are not already covered by NARA-approved schedules.

If you have any questions, please call your agency's appraisal archivist.

JAMES W. MOORE  
Assistant Archivist for  
Records Administration

62-37683-239

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# National Archives



691  
Washington, DC 20408

DEC 14 1992

Mr. William E. Baugh, Jr.  
Assistant Director  
Information Management Division  
Federal Bureau of Investigation  
Washington, D.C. 20535

Dear Mr. Baugh:

As you have recently taken over the direction of the Federal Bureau of Investigation's records management program from Norman Christensen, I am writing to acquaint you with the highlights of our 1991-92 project assessing the FBI's records management program and updating the appraisal of FBI records.

The National Archives and Records Administration (NARA) conducted this study under a 1984 FBI/NARA Memorandum of Agreement, which provides that NARA will review the 1980-81 disposition schedule for FBI records every five years. Each of our reviews has included the examination of open as well as closed case files. In order for NARA to satisfy the Memorandum of Agreement, we must review open case files. For our part, however, we recognize that some pending cases may be at such a sensitive stage of investigation that others must be substituted for review.

Our review revealed both strengths and weaknesses in the FBI's records management program. At Headquarters, the NARA team was impressed with the use of new technology for files retrieval. In the field, they noted the care with which the records staff applied destruction criteria and designated files for preservation. However, transfer of permanent records to the National Archives remains far behind schedule. In the past six years, the Bureau has transferred to the National Archives only about 600 cubic feet of eligible permanent files. We hope that the recent increase in the size of the FBI archival records staff will reduce the backlog of records awaiting transfer.

Throughout our evaluation, the NARA appraisal team received excellent support from Division 4 personnel and cooperation from other FBI personnel at Headquarters and in the field. In particular, we want to express appreciation for the support of the FBI's records officer, Tom Dudney, and [redacted] of his staff, who were very responsive to NARA's numerous and varied requests.

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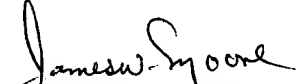
We have sent a copy of our report, together with profiles for each classification of case files that we reviewed, to Tom Dudney and look forward to receiving a schedule providing disposition instructions for these records. We will continue to work closely with your staff in implementing the recommendations in our report and appreciate your cooperation in this endeavor.

We also appreciate the opportunity to participate in the Bureau study group exploring an automated case file system and examining its ramifications on your operations. FBI plans to automate its recordkeeping systems not only will produce major changes in recordkeeping practices, but will also have a significant impact on the appraisal and disposition of its records. Other developments that affect recordkeeping practices also demonstrate the need for continued close liaison between our agencies, and we plan to accept the invitation to visit FBI's records facilities at Savannah, Bayonne, Butte and Pocatello over the next few years. For our part, we will be working with the FBI to simplify the standards for designating FBI case files for preservation.

If you have any questions or need further information, please call [redacted] at [redacted]

Sincerely,

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JAMES W. MOORE  
Assistant Archivist  
for Records Administration





U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

December 22, 1992

Mr. James W. Moore  
Assistant Archivist for Records  
Administration  
National Archives and Records  
Administration  
Washington, D.C. 20408

*NATIONAL ARCHIVES and  
Records Administration*

Dear Mr. Moore:

I appreciate your letter dated December 14, 1992, wherein you took the opportunity to acquaint me with the highlights of the recently completed 1991-92 project of the National Archives and Records Administration (NARA) appraisal of the Federal Bureau of Investigation (FBI) records management program and update of the FBI Records Retention Plan and Disposition Schedule.

The FBI records management program is undergoing changes and the Information Management Division (IMD) is taking the lead in the development of new technology in the areas of file retrieval and maintenance. As you stated, future developments will impact on the FBI recordkeeping practices of both IMD and various FBI Field Offices. A close liaison with NARA will be important and necessary in order to ensure a proper monitoring of the ramifications on the appraisal and disposition of FBIHQ and Field Office records. I assure you that the cooperation of your staff, and NARA as a whole, during the development of the new technologies will be solicited and greatly appreciated.

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Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

1 - IMD Front Office  
1 - Mr. Schiman  
1 - Mr. Thornton  
1 - Mr. Dudney  
1 - Mrs. Roundtree  
1 - [Redacted]

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MAIL ROOM ☐

RECEIVED:

Director \_\_\_\_\_

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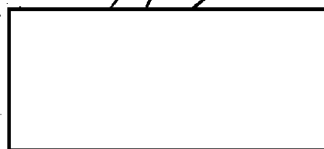
Director's Sec'y \_\_\_\_\_

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Mr. James W. Moore  
National Archives and Records Administration

If you have any questions, or need any assistance, you  
may contact Mr. Thomas B. Dudney, FBI Records Officer, telephone  
324-4845, or [redacted] FBI Archives Specialist,  
telephone [redacted]

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Best wishes to you and your staff for the Holidays.

Sincerely,

William E. Baugh, Jr.  
Assistant Director  
Information Management Division

# National Archives



Washington, DC 20408

February 11, 1993

NI 10.93

*National Archives*

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MEMORANDUM TO AGENCY RECORDS OFFICERS: Armstrong V. EOP  
Litigation on Electronic Records

There have been many reports published in the media during the last several weeks about Judge Richey's decisions in the case of Scott Armstrong, et. al., Plaintiffs, v. Executive Office of the President, et. al., Defendants. There is not yet a final judicial resolution in this case, since a notice of appeal has been filed. Thus, we cannot make any specific recommendations at this time about what changes, if any, Judge Richey's orders might call for in your recordkeeping practices and the National Archives' current and future guidance. In order to keep you informed about the issues raised in this litigation, however, we are providing the following summary of the findings in Judge Richey's orders dated January 6 and 11, 1993.

Judge Richey did not find fault with current NARA guidance; rather, he took issue with agency implementation of that guidance. His rulings first dealt with the record status of documents and other material created and transmitted by electronic-mail systems in the Executive Office of the President (EOP). He held that the Federal Records Act (FRA) applies to such systems. Yet he also acknowledged that not every document or communication stored in such systems "rises to the level" of a record. Under the facts of this case, those that do meet the definition of record "must be saved regardless of whether a paper hard copy has been produced." In response to EOP's contention that paper printouts which are produced and filed were acceptable substitutes for the electronic version of e-mail documents, Judge Richey ruled that such printouts were inadequate, because the printouts lacked complete information regarding who received each communication and when, data that is included in the electronic version. He viewed such information as having "tremendous historical value in demonstrating what agency personnel were involved in making particular policy decisions and what officials knew, and when they knew it." In sum, the decision stated that once EOP staff has decided that a note or other computer material on these systems is a federal record, that material must be saved in a way that includes all the pertinent information contained therein.

Judge Richey also found agency record keeping procedures, at the time the suit was filed, to be "arbitrary and capricious" (under the Administrative Procedures Act) because the agency did not (a) provide sufficient guidance to allow agency personnel to determine what documentary material should be preserved as a Federal record, and prevent the destruction of Federal records;

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National Archives and Records Administration

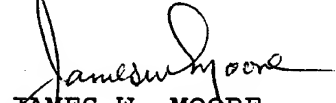
*Roundtree*  
FYI + File.

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(b) provide for retention of transaction data relating to e-mail; and (c) provide oversight for record status determinations. His opinion further explained that if individual staff members are given authority to make determinations on record status, such determinations must be done within management procedures that provide adequate training, supervision, and review by records management personnel, to ensure that Federal records are being preserved. His opinion covered records in any media, although focused especially on electronic records.

Further, Judge Richey asked that defendant agencies immediately institute provisions for periodic review of recordkeeping practices, to ensure the adequacy, effectiveness, and efficiency of the recordkeeping program.

Judge Richey's orders apply only to the defendant agencies at this time. The Office of Records Administration will keep you informed about developments in this significant case, and as quickly as possible following its final resolution will provide additional guidance as appropriate.

  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

REGISTERED RETURN RECEIPT

DATE: May 21, 1993

TO: Jeanne Schauble, Chief  
Archives Review Branch  
Records Declassification Division  
Room 18 W, National Archives  
Washington, D.C. 20408

FROM: Martin V. Hale  
Security Programs Manager  
Information Management Division  
Federal Bureau of Investigation  
Washington, D. C. 20535

SUBJECT: ~~EXTENSION~~ OF SYSTEMATIC REVIEW GUIDELINES

The FBI guidelines for systematic review of classified information, issued in accord with Executive Order 12356, remain unchanged and expire on June 30, 1995, unless superseded by a new Executive Order.

If you have questions concerning the guidelines, please contact SSA [redacted] of our Document Classification Unit at [redacted]

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- 1 - Mr. Hale
- 1 - Mr. Stoops
- 1 - Mr. O'Brien
- 1 - Ms. Davis

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Telephone Rm. \_\_\_\_\_  
Director's Office \_\_\_\_\_

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**FBI**

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FEDERAL BUREAU OF INVESTIGATION

SYSTEMATIC REVIEW GUIDELINES

A. Authorization. Under the provisions of Section 3.3 of Executive Order (EO) 12356, the Federal Bureau of Investigation (FBI) authorizes the Archivist of the United States to apply these guidelines in the review of classified information dated after December 31, 1945, and which is over thirty years old. These guidelines apply only to information over which this agency has authority and which has been transferred to the General Services Administration and accessioned into the National Archives of the United States.

B. Categories of Information Excepted From Automatic Declassification. All classified information over thirty years old which was originated by the FBI or is under its declassification authority and which has been accessioned into the National Archives of the United States, is automatically declassified unless it falls into one of the categories described below:

1. Information that could reveal or identify an intelligence source, whether a person, organization, group, technical system, mechanism, device or any other means or instrument in the foreign counterintelligence.<sup>1</sup> domestic security<sup>2</sup> or international terrorism field.<sup>3</sup>

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<sup>1</sup>Foreign counterintelligence is defined as intelligence activity, with its resultant product, intended to detect, counteract, and/or prevent espionage and other clandestine intelligence activities, sabotage, international terrorist activities, or assassinations conducted for or on behalf of foreign powers, organizations or persons; it does not include personnel, document, or communications security programs. (NFIB No 24.1/18).

<sup>2</sup>Domestic security investigations are conducted to ascertain information on the activities of individuals or groups which involve or will involve the use of force or violence and violates Federal law, for the purpose of overthrowing the government of the United States or the government of a state; substantially interfering in the United States, with the activities of a foreign government or its authorized representatives; substantially impairing for the purpose of influencing U.S. Government policies or decisions; or depriving persons of their civil rights under the Constitution, laws or treaties of the United States. (FBIMIOG)

2. Information which could reveal or identify any intelligence method, procedure, mode, technique or requirement developed to acquire, transmit, analyze, correlate, evaluate, or process foreign intelligence,<sup>4</sup> security or international terrorist activity, or to support an intelligence source, operation or activity.
3. Information pertaining to intelligence-related methodologies, techniques, formulae, equipment, programs or modes, including computer simulations, ranging from initial requirements through planning, source acquisition, contract initiation, research, design and testing to production, personnel training and operational use.
4. Information that could identify research, procedures or data used in the acquisition and processing of foreign intelligence or counterintelligence or the production of finished intelligence, when such identification could reveal a particular intelligence interest, the value of the intelligence, or the extent of knowledge or a particular subject of intelligence or counterintelligence interest.
5. Information that could reveal, jeopardize or compromise a technical or mechanical device, procedure or systems used or proposed for the collection of intelligence information or the sites, facilities, equipment, systems, operational schedules and technologies used in

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<sup>3</sup>Terrorism is the calculated use of violence, or the threat of violence, to attain political goals through fear, intimidation or coercion; usually involves a criminal act, often symbolic in nature, and is intended to influence an audience beyond the immediate victims. International Terrorism transcends national boundaries in the carrying out of the act, the nationality of the victims, or the resolution of the incident; such an act is usually designed to attract wide publicity in order to focus attention on the existence, cause, or demands of the perpetrators. (NFIB No 24 1/18).

<sup>4</sup>Foreign Intelligence: The product resulting from collection, evaluation, analysis, integration, and interpretation of intelligence information about a foreign power and which is significant to the national security, foreign relations, or economic interests of the United States, and which is provided by a government agency that is assigned an intelligence mission. (NFIB No 24 1/18).

such collection or in the interpretation, evaluation and dissemination of collected information.

6. Information not officially released that could disclose the organizational structure of the FBI; the numbers and assignments of the agency's personnel; the size and composition of the budget for all or any part of the foreign intelligence, foreign counterintelligence, domestic security or terrorist investigative programs; logistical and associated support activities and services; security procedures, techniques and activities, including those applicable to the fields of communications and data processing; or other quantitative data that could reveal or indicate the nature, objectives, requirements, priorities, scope or thrust of any such activities, including the missions, functions and locations of FBI components or installations under any form of cover.
7. Information that could disclose the identities of FBI personnel operating undercover or code designations used to protect such personnel or code designations used to protect intelligence sources, methods and activities.
8. Information not officially released that could reveal the identity, number, location, functions, or skills of personnel covered under agreements between the FBI and other agencies of the United States Government or elements of foreign governments or other entities.
9. Information pertaining to contractual relationships with private individuals, commercial concerns or nongovernmental institutions and entities when such a relationship involves a specific intelligence interest, or reveal the extent or depth of knowledge or technical expertise possessed by the FBI or when disclosure of the relationship could jeopardize the contractor's willingness or ability to provide services to the FBI.
10. Information that could disclose criteria and procedures for the handling of critical intelligence that could affect the national security of the United States or its allies.
11. Information that could reveal, jeopardize or compromise a cryptographic device, procedure, or system, or intelligence data resulting from the employment of such a device, procedure or system, or the sites, facilities, systems, and technologies used or proposed for use in the collection, interpretation, evaluation or dissemination of signals intelligence.



12. Information that could disclose agency policies and procedures used for personnel recruitment, assessments, selection, training, assignment, and evaluation for intelligence purposes.
13. Information that could reveal that the United States has obtained or seeks to obtain, certain data or material of intelligence interest from or concerning a foreign nation, organization, or group when the disclosure of such effort could adversely affect the United States relations with or activities in a foreign country.
14. Intelligence information that, if disclosed, could:
  - (a) lead to foreign political, economic, or military action against the United States or other nations;
  - (b) create, stimulate, or increase international tensions in such manner as to impair the conduct of United States foreign policies;
  - (c) lead to political or economic instability, or to civil disorder or unrest in a foreign country, or could jeopardize the lives, liberty or property of United States citizens residing in or visiting such a country or could endanger United States Government personnel or installations there.

Classified foreign government information over 30 years old under the authority of the FBI and falling into one of the categories described below may not be automatically declassified. Such information may require a classification determination by the originating government and must be referred to the FBI:

1. Intelligence information provided to the United States by any element of a foreign government, or international organization of governments, with the explicit or implicit understanding that the information, the source thereof, or both, are to be held in confidence. This includes information revealing past, present, or proposed joint intelligence activities or facilities involving the United States in foreign countries.
2. Intelligence information produced by the United States, whether unilaterally or jointly, with a foreign government or international organization of governments, or any element thereof requiring that the information, the

arrangement itself, or both, are to be held in confidence.

3. Information concerning liaison between the FBI and foreign government intelligence agencies.


C. Information that has been classified Top Secret may be automatically downgraded to Secret after 20 years and thereafter scheduled for declassification review as set out in Section B of these guidelines.

D. Agency Assistance to the National Archives. The FBI has designated experienced personnel to guide and assist National Archives personnel in identifying and separating documents and specific elements of information within documents under these categories that are deemed to require continued protection. These designated personnel are authorized to declassify categories of information (listed in Section B) if it is determined that they no longer require protection. These designated officials will inform the Archivist wherever information undergoing declassification review under their jurisdiction requires continued classification protection.

E. These guidelines supersede those provided to the Archivist of the United States on June 22, 1979. The guidelines provided to the National Archives on October 21, 1981, by the Federal Bureau of Investigation (FBI), remain in effect for FBI originated information dated prior to January 1, 1946.

F. These guidelines will expire June 30, 1988, unless extended in writing by mutual consent of the two agencies or are superseded by revised guidelines in accordance with Executive Order 12356 or in successor orders.

G. Classified information meeting the criteria set forth in Section B will be referred to the Security Programs Manager of the FBI who will coordinate the review by FBI-designated personnel.

  
\_\_\_\_\_  
Martin V. Hale  
Security Programs Manager  
Federal Bureau of Investigation



# Washington National Records Center

Washington, DC 20409

September 8, 1993

*National Archives*

Dear Records Officer:

Because of a severe shortage of space to store records at the Washington National Records Center (WNRC), we must restrict the size of new accessions being transferred to WNRC to no more than 50 cubic feet. Any accessions larger than 50 cubic feet must be approved in advance.

To obtain approval for larger accessions please contact [redacted] (301 763-7634) before preparing the boxes for shipment and before submitting the Standard Form (SF) 135 for approval. WNRC will return all SFs 135 for accessions over 50 cubic feet which have not been approved in advance.

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Thank you for your patience. We will notify you when we lift this restriction.

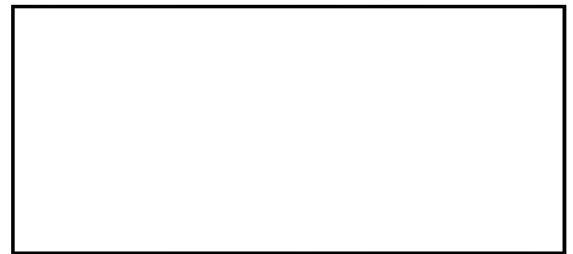
Sincerely,

*Ferris E. Stovel*

FERRIS E. STOVEL  
Director

*62-37683-244*

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# National Archives



Washington, DC 20408

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MEMORANDUM TO AGENCY RECORDS OFFICERS: Office of Records Administration is moving to College Park, Maryland

On November 19 the Office of Records Administration, including the Agency Services Division and the Records Appraisal and Disposition Division, will move to the National Archives building at College Park, Maryland, more commonly known as Archives II.

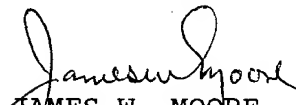
Our new mailing address will be:

Office of Records Administration (NI)  
National Archives at College Park  
8601 Adelphi Road  
College Park, Maryland 20740-6001

The zip-plus-four zip code will be our unique identifier and should be used on all incoming correspondence.

Attached is a listing of staff telephone numbers at Archives II. Information about our records management training courses may be obtained through our Records Administration Information Center (301-713-6677).

We look forward to continuing to serve you at our new location.

  
JAMES W. MOORE  
Assistant Archivist for  
Records Administration

Attachment

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**THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**

**ARCHIVES II TELEPHONE LISTING**

Office of Records Administration - NI

(301) 713 - 7100

Fax (301) 713 - 6850

James Moore	301-713-7100	Frank Evans	301-713-7089
Marie Allen	301-713-7091	Paul Ledvina	301-713-7118
Ray Whitelock	301-713-7092	Kitty Carter	301-713-7100

Agency Services Division

(301) 713 - 6677

Fax (301) 713 - 6850

Marilyn McLennan	301-713-6677	Bill Leary	301-713-7130
Michael Anderson	301-713-7132	George Chalou	301-713-7133
Eleanor Melamed	301-713-7131	Bonnie Curtin	301-713-7115
Cecily Christian	301-713-7095	Charles Brett	301-713-7135
Katherine Coram	301-713-7136	Kathy Meman	301-713-7124
Truedence Glenn	301-713-7137	Vicki Darnes	301-713-7141
Mark Solomon	301-713-7140	Dick Wire	301-713-7134
Marilyn Redman	301-713-7143	Nina Frederick	301-713-7142
Jennie Guilbaud	301-713-7116	Wendy Daniel	301-713-6677
Roberta Hailstalk	301-713-7138	Sandy Gaynor	301-713-6677
Crystal Brooks-Cross	301-713-7094		

Records Appraisal and Disposition Division

(301) 713 - 7110

Fax (301) 713 - 6852

James Hastings	301-713-7110	Jean Keeting	301-713-7097
Henry Wolfinger	301-713-7098	Jerry Nashorn	301-713-7114
John Paul Deley	301-713-7125	Linda Ebben	301-713-7123
Yvonne Wilson	301-713-7121	Sue Elter	301-713-7126
Michael Grimes	301-713-7122	Dick Mackay	301-713-7108
David Langbart	301-713-7107	Larry Baume	301-713-7106
Richard Marcus	301-713-7105	John Faibisy	301-713-7099
Rosalye Settles	301-713-7119	Pat Richter	301-713-7120
Jeanne Young	301-713-7109	Jean Sadlowe	301-713-7104
Wilda Willis	301-713-7128	Marc Wolfe	301-713-7117
Tom Cotter	301-713-7127		

Records Administration Information Center

(301) 713 - 6677

Fax (301) 713 - 6850

# SPECIAL

NAME/TITLE

EY/Mrs. Watson

FBI/DOJ

St

			5332	Miss Mullally
5634	MR. MOREY/Ms. Gross		5334	Mrs. Bloomer
6296	MR. O'BRIEN/VACANT		4980	Miss Korb
5368	MR. SCHIMAN/Ms. Radcliff			
			4336C	Mr. Shackelford
5350	MR. PERRIGO/Ms. Jordan		4346C	Mrs. Roundtree
4955	Mrs. Hoke		4980	Mr. Singleton
4913	Mrs. Rector		4355	VACANT
5991	Mrs. Vaughan			
4330	Mrs. Howe		5447	Miss Orlich
5991	Mrs. O'Clair		5447	Mrs. Wells
4913	Mrs. Perry	<i>Response to attached letter from Brian Raphael is straight forward - See DOJ's letter last page. You may want to call Mr. Jones from Perry Ext. 9238 for format of letter and copy counts.</i>		
5734	Miss Hardy			
5336	Mr. Rhinehart			
1B309B	Mrs. Rowe			
1B327	Mr. Jones		5338	Mrs. Newton
			5338	Mrs. Briggs
			5338	Mrs. Scott
5370	MR. THORNTON/VACANT		5869	MR. KEGEBEIN
479Q	Ms. Larson		5869	Mrs. Janosa
4790	Mr. Formy-Duval		5879	Miss Napoletano
4790	Ms. Thompson		5638	Mrs. Davis
4790	Mr. North		4859	Mrs. McCrum
4274	Mrs. Weeks			
ERF ANNEX	Mr. Cockerham/Off-Site		5839	MR. BROSS
6912	Mrs. Roberson		5644	MR. LINTON
			5331	MR. BUZIA
6712	Mrs. Avery			
6712	Miss Ferrari		5266	Mrs. Poll
			1B327	Mailroom

- ☐ Call Me
 ☐ For Your Info.
- ☐ See Me
 ☐ Note & Return
- ☐ Approp. Action
 ☐ Record & Return
- ☐ Initial
 ☐ See Reverse Side
- ☐ Per Inquiry

FROM

Remarks:

INFORMATION SERVICES SECTION  
INFORMATION MANAGEMENT DIVISION

Room IL # Phone Date

FBI/DOJ



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

November 23, 1993

Mr. Brian Raphael  
Reference Librarian  
The Law Center  
University of Southern California  
University Park  
Los Angeles, California 90059-0072

*National Archives*

Dear Mr. Raphael:

Reference is made to your letter dated September 30, 1993, requesting information on the number of cases where information has been expunged from official records under Title 18, United States Code (USC), Section 3607(c) and Title 21, USC, Section 844a(j).

Please be advised that requests for expungement in accordance with the above statutes which were directed to the FBI are currently being searched through the Central Records System at FBIHQ. To date, the FBI has not finalized any of these expungement requests. The delay in handling these requests was necessary in view of the need to coordinate these expungement matters with the National Archives and Records Administration in order to ensure compliance with the FBI Records Disposition Schedule.

Sincerely,

Mailed by  
FBICR NOV 23 1993

LeRoy M. Teitsworth  
Section Chief  
Information Services Section  
Information Resources Division

62-37683-246

Return to

Room 4933

b6  
b7C

2 - Executive Secretariat  
Department of Justice  
Room 4400 AA  
ADD Inv. 1 - IRD Front Office, Room 5829  
Asst. Dir.:  
Adm. Servs. 1 - Mr. Teitsworth, Room 5368  
Crim. Inv. 1 - Mr. Dudley Room 5342  
Ident. 1 - [Redacted] Room 4933  
Insp. 1 - [Redacted] Room 4933  
Intell. 1 - Mrs. Roundtree, Room 4933  
Lab. 1 - Mrs. Cummins, Room 4933  
Legal Coun. 1 - FBICR, Room 1B327, Box 10  
Rec. Mgnt. 1 -  
Tech. Servs. 1 -  
Training  
Cong. Affs. Off. WS:WS (11)  
Off. of EEO  
Off. Liaison &  
Int. Affs.  
Off. of Public Affs.  
Telephone Rm.  
Director's Sec'y MAIL ROOM

DEPARTMENT OF JUSTICE  
EXECUTIVE SECRETARIAT CONTROL DATA SHEET

From: RAPHAEL, BRIAN, UNIVERSITY OF SOUTHERN CALIFORNIA, CA  
To: DAG ODD: 10-19-93  
Date Received: 10-01-93 Date Due: 11-29-93 Control #: X93100422434  
Subject & Date  
09-30-93 LETTER (FAX REC'D FROM ODAG) REQUESTING DATA ON  
THE NUMBER OF CASES WHERE INFORMATION HAS BEEN EXPUNGED  
FROM OFFICIAL RECORDS UNDER 18 U.S.C. SECTION 3607(c) AND  
21 U.S.C. SECTION 844a (j).

Referred To:	Date:	Referred To:	Date:	
(1) CRM;KEENEY	10-04-93	(5)		W/IN:
(2) JMD;COLGATE	10-21-93	(6)		
(3) FBI;FREEH	11-10-93	(7)		PRTY:
(4)		(8)		6
INTERIM BY:		DATE:		OPR:
Sig. For: FBI		Date Released:		KIM

Remarks

INFO CC: DAG, ASG

- (1) RETURN THIS CONTROL SHEET WITH A SIGNED AND DATED COPY OF RESPONSE TO EXEC. SEC., ROOM 4400-AA.
- (2) PER CRM, REASSIGNED TO JMD/BERGLUND. RETURN THIS CONTROL SHEET WITH A SIGNED AND DATED COPY OF RESPONSE TO EXEC. SEC., ROOM 4400-AA. KGM
- (3) JMD SIGNED LETTER DATED 11-03-93 ADVISING WRITER THAT

Other Remarks:

THEIR REQUEST IS BEING FORWARDED TO THE FBI FOR HANDLING.  
RETURN CONTROL SHEET WITH COPY OF SIGNED AND DATED RESPONSE  
TO EXEC SEC, ROOM 4400-AA. (CYN)

10/4 TO ADAMS FOR INFO;  
FILE: TRANSITORY-93 DAG  
J931004 4222

REMOVE THIS CONTROL SHEET PRIOR TO FILING AND DISPOSE OF APPROPRIATELY  
\*\*\*\*\*



DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
INTERNAL ROUTING/ACTION SLIP

TO	ROOM	NAME	TO	ROOM	NAME
	7176	The Director	③	5368	Mr. [unclear] North/Radcliff
	7142	Deputy Director		5342	Mr. Dudley/Watson
	7901	OEO Affairs		5350	Mr. Perrigo/Jordan
	7240	OPCA		5370	Mr. Thornton/Wagner
	7443	OLIA			
	11861	CJIS Division	②	6296	Mr. [unclear] O'Brien/Beavers
	Quantico	Training Division		6975	Mr. Boutwell/Eggleston
	6012	Personnel Division		6959	Mr. Colombell/Hines
	4026	National Security Div.		4445	Ms. Davis/Fitzgerald
	5012	Criminal Investigative Div.		6362	Mr. Davidson
	3090	Laboratory Div.		6992	Mr. Felix/Crook
	6012	Finance Div.		6995	Mr. Lewis/Sacra
	7427	Legal Counsel Div.		6387	Mr. Moran/Rogers
	7125	Inspection Div.		6941	Mr. Wroblewski/Blake
				4867	Mr. O'Connor/Perry
				6421	Mr. Bratton
①	5829	Mr. Baugh/Grierson		Quantico	Engineering
	5829	Mr. Stoops/Gross		8391	Mr. Lang
	5835	Mrs. Morris/Adams		1334	Mr. Zarep
	5853	TOC Staff		6912	File Review
	5634	Mr. Cantamessa/Roberts		5734	Filing Services
	5839	Mr. Bross/		4913	Mail Serialization
	5331	Mr. Buvia/Hayes		5447	Forms/Manuals Desk
	5869	Mr. Kegebein/Kendrick		18327	Mail Systems
	5648	Mr. Linton/Ray		4790	Name Searching
	5331	Mrs. Bailey		5763	Personnel Records
	5640	Mrs. Davis		6248	Reading Room
	5869	Ms. Janosa		4330	Information Services
	5869	Mr. Krzywicki		5991	Special File Room
	4859	Mrs. McCrum		6860	Ms. McCullen

*Not an FOIPA Matter. Should be addressed  
by Records Disposition & Archival Unit*

- |   |   |
|---|---|
| <input type="checkbox"/> Call Me        | <input type="checkbox"/> For Your Info.   |
| <input type="checkbox"/> See Me         | <input type="checkbox"/> Note & Return    |
| <input type="checkbox"/> Approp. Action | <input type="checkbox"/> Record & Return  |
| <input type="checkbox"/> Per Inquiry    | <input type="checkbox"/> See Reverse Side |

From Gary L. Stoops Information Resources Division	Room 5829	Phone 4507	Date /93
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To: IMD FO

TL#: Room: 5829 Name: W. E. BAUGH, JR

Control No. X931004224340 DOJ Date Due: 11/29/93 Received: 11/15/93

FBI CENTRAL REGISTRY  
EXECUTIVE SECRETARIAT  
CORRESPONDENCE MANAGEMENT SYSTEM

Room ~~4913A~~, Ext 4752

1B327, BOX 10 9238

Instructions:

Your unit has been assigned with responding to this matter by the above due date. IF THIS MATTER IS REFERRED TO ANOTHER ORGANIZATIONAL ENTITY, THE FBI CENTRAL REGISTRY MUST BE NOTIFIED OF ANY AND ALL SUCH REASSIGNMENTS ON THE DAY IT IS DONE. The organizational entity, room number and name of the individual to whom the document is sent is required.

If the assigned matter remains within your unit, but is assigned to others for handling, the FBI Central Registry- Executive Secretariat, should be advised at the time of assignment of the employee assigned. This will assist you later in quickly identifying the employee assigned the matter when you receive weekly reports from the FBI Central Registry - Executive Secretariat on pending and overdue items which you can use as management ticklers.

All outgoing communications are to be routed to the Executive Secretariat - DOJ via the FBI mail room, to ensure the mail is packaged properly (classified versus non-classified). The mail will be hand-delivered by the FBI Courier Service which is a service provided by the Information Management Division, Mail Messenger Services. The associated copies will be distributed to the designated entities and will be the vehicle for clearing the FBI Central Registry and the Executive Secretariat Correspondence Management Systems.

A copy of outgoing correspondence regarding this matter MUST be set for the FBI Central Registry, Room ~~4913A~~, which will be the basis for clearing this matter.

1B327, BOX 10

THE LAW CENTER  
UNIVERSITY OF SOUTHERN CALIFORNIA  
UNIVERSITY PARK  
LOS ANGELES 90089-0079

LAW LIBRARY

(213) 740-6482  
FAX (213) 740-7179

September 30, 1993

Dear Mr. Heymann:

I am a librarian at the University of Southern California Law Library. I am trying to find data on the number of cases where information has been expunged from official records under 18 U.S.C. § 3607(c) and 21 U.S.C. § 844a(j).

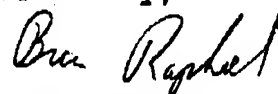
Under 18 U.S.C. § 3607(c), if an individual under 21 years of age has been found guilty under the Controlled Substances Act (21 U.S.C. § 844) and is the subject of a disposition under 18 U.S.C. § 3607(a), "the court shall enter an expungement order upon the application of such person. The expungement order shall direct that there be expunged from all official records, except the nonpublic records referred to in subsection (b), all references to his arrest for the offense, the institution of criminal proceedings against him, and the results thereof" (18 U.S.C. § 3607(c)).

Under 21 U.S.C. § 844a(j), individuals who have been assessed a civil penalty under 21 U.S.C. § 844a(a) can have the record of the disposition in the case expunged (after 3 years) if certain conditions are met.

Both of these statutory sections state that the Department of Justice shall retain nonpublic records of the dispositions of these cases for subsequent proceedings (18 U.S.C. § 3607(b), 21 U.S.C. § 844a(j)). Given this mandate, I thought that your department would have figures on the number of such records that have been expunged under these sections. I should emphasize that I am only asking for the number of records that have been expunged, not for the contents of any of those expunged records.

If you have data on the number of cases where expungement has occurred under one or both of these statutes, I would appreciate your FAXing me these statistics. Our FAX number is (213) 740-7179. If there is someone else in your department who might have this information (or know where it is available), I would appreciate your forwarding this letter to that person. Please give me a call if you have any questions about this request or if you do not have this information. If I am not in, you can speak to Pauline Afuso, our other reference librarian. Our telephone number is (213) 740-6482. Thank you for your consideration.

Sincerely,



Brian Raphael  
Reference Librarian

**THE LAW CENTER  
UNIVERSITY OF SOUTHERN CALIFORNIA  
UNIVERSITY PARK  
LOS ANGELES, 90089-0072**

LAW LIBRARY

Tel. No. (213) 740-6482  
FAX No. (213) 740-7179

**FACSIMILE COVER SHEET**DATE: Sept. 7, 1993

TO:

NAME	INSTITUTION	FAX NO.
1. Philip B. Heymann, Deputy Attorney General	Department of Justice	202-514-4371
2.		
3.		
4.		
5.		
6.		
7.		
8.		

FROM:

NAME:

TEL. / EXT. NO.

Reference Librarianb6  
b7C

NUMBER OF PAGES (Including Cover Sheet):

2

SUBJECT:

Research Request

MESSAGE:

See attached letter

EXECUTIVE SECRET (M) (M)

93 OCT -1 P4:46



U.S. Department of Justice

Washington, D.C. 20530

NOV 3 1993

Mr. Brian Raphael  
Reference Librarian, The Law Center  
University of Southern California  
University Park  
Los Angeles, California 90059-0072

Dear Mr. Raphael:

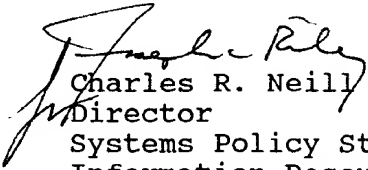
This is in reference to your letter dated September 30, 1993, requesting information on the number of cases where information has been expunged from official records under 18 USC 3607(c) and 21 USC 844a(j).

The number of expungement actions taken by this office under 18 USC 3607(c) (formerly 21 USC 844(b)(2)) is 360.

This office does not have responsibility for expungements carried out under 21 USC 844a(j). Your request is being forwarded to the following Department component for further action. Please direct any future inquiry to:

Kevin O'Brien, Chief  
Freedom of Information Act/Privacy Act  
Information Resources Division  
Federal Bureau of Investigation  
Room 6296, JEH Building  
10th & Constitution Avenue, NW  
Washington, DC 20535

Sincerely,

  
Charles R. Neill

Director  
Systems Policy Staff  
Information Resources Management  
Justice Management Division

#679

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

DEC 9 1993

NI 31.94

## MEMORANDUM TO AGENCY RECORDS OFFICERS: Comprehensive Recordkeeping Requirements

NARA's Strategic Plan (see NARA Memorandum NI 28.93) includes as one of its high priority initiatives "to ensure that all Federal agencies are aware of comprehensive recordkeeping requirements and begin monitoring agency implementation." This initiative is based upon statutory requirements that (1) the head of each Federal agency make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency (44 U.S.C. 3101), and that (2) NARA provide guidance and assistance to Federal agencies with respect to ensuring adequate and proper documentation of the policies and transactions of the Federal government (44 U.S.C. 2900), including developing and issuing standards to improve the management of records. (Current NARA guidance is found in 36 C.F.R. 1222).

Since 1964 the C.F.R. has included a series of "documentation standards," as they are called, "to ensure that adequate and proper records are made and preserved in every Federal agency." Our experience with assisting agencies in implementing these requirements, however has demonstrated that agency formulation of specific recordkeeping requirements for each function, activity, office, and official is the critical element in determining the record status of the various types of documentary materials that agencies create and receive, and that must be maintained to achieve "adequate and proper" i.e., complete and accurate, documentation.

In 1990 NARA therefore incorporated the following definition and scope of recordkeeping requirements into the C.F.R. (1220.4). Recordkeeping requirements are:

"Statements in statutes, regulations or agency directives providing general and specific information on particular records to be created and maintained by the agency. Since each agency is legally obligated to create and maintain adequate and proper documentation of its organization, functions, and activities, agency recordkeeping requirements should be issued for all activities at all levels and for all media and should distinguish records from nonrecord materials for agency purposes."

The C.F.R. also includes (\$1222.30 and 1222.32) "Standards for Agency Recordkeeping Requirements" and specific "Agency Responsibilities" in establishing such requirements (See the

NO RESPONSE NECESSARY  
PER TELEPHONE CONVERSATION  
WITH RAY WHITELOCK-NARA 1/7/94

62-37683-247

SHACKELFORD  
4/93

attachment to this memorandum).

NARA's current initiative is intended to assist agencies in implementing fully these regulations. The initial phase involves collecting and analyzing all agency records management directives, manuals, and other issuances that establish recordkeeping requirements and/or relate to the creation and maintenance of adequate and proper documentation by each agency. Our immediate objective is to assess the degree of implementation of the above regulations and to select the most useful examples of such issuances as models for incorporation into a planned management guide, similar to the one we issued on Personal Papers.

We therefore request that you send copies of your agency's recordkeeping requirements directives, manuals or other issuances, by **January 15, 1994**, to:

Office of Records Administration (NI),  
National Archives at College Park, 8601 Adelphi Road, College  
Park, MD 29740-6001

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b7C

If you have any questions or desire additional information,  can be reached on .

Thank you for your cooperation in our efforts to better assist you in the efficient and effective management of our Government's records.

*Frank B. Evans*

FRANK B. EVANS  
Deputy Assistant Archivist  
for Records Administration

Attachments

C.F.R.

**Subpart C-Standards for Agency Recordkeeping Requirements**

**\$1222.30 Purpose.**

(a) The clear articulation of recordkeeping requirements by Federal agencies is essential if agencies are to meet the requirements of 44 U.S.C. 3101 and 3102 with respect to creating, receiving, maintaining, and preserving adequate and proper documentation, and with respect to maintaining an active, continuing program for the economical and efficient management of agency records.

(b) Although many agencies regularly issue recordkeeping requirements for routine operations, many do not adequately specify such requirements for documenting policies and decisions, nor do they provide sufficient guidance so that agency personnel can distinguish between records and nonrecord materials.

(c) Since agency functions, activities, and administrative practices vary so widely, NARA cannot issue a comprehensive list of all categories of documentary materials appropriate for preservation by an agency as evidence of its activities or because of the information they contain. In all cases, the agency must consider the intent or circumstances of creation or receipt of the materials to determine whether their systematic maintenance shall be required.

**\$1222.23 General requirements.**

Agencies shall identify, develop, issue, and periodically review their recordkeeping requirements for all their activities at all levels and locations and for all media. Recordkeeping requirements shall:

(a) Identify and prescribe specific categories of documentary materials to be systematically created or received and maintained by agency personnel in the course of their official duties;

(b) Prescribe the use of materials and recording techniques that ensure the preservation of records as long as they are needed by the Government;

(c) Prescribe the manner in which these materials shall be maintained wherever held; and

(d) Distinguish records from nonrecord materials and, with the approval of the Archivist of the United States, prescribe



ATTACHMENT

action for the final disposition of agency records when they are no longer needed for current business.

. . .

**Subpart B-Program Requirements**

\$1220.20 Agency Responsibilities.

. . .

(b) Each Federal agency shall:

(1) Assign to one or more offices of the agency the responsibility for the development and implementation of agencywide programs to identify, develop, issue, and periodically review recordkeeping requirements for all agency activities at all levels and locations and for all media, including paper, audiovisual, cartographic, and electronic records; and notify . . . [NARA].

(2) Integrate programs for the identification, development, issuance, and periodic review of recordkeeping requirements with other records and information resources management programs of the agency, including the requirement of close coordination between the office assigned overall records management responsibility in accordance with 36 C.F.R. 1220.40, if the two are different;

(3) Issue a directive(s) establishing program objectives, responsibilities, and authorities for agency recordkeeping requirements. Copies of the directive(s) (including subsequent amendments or supplements) shall be disseminated throughout the agency, as appropriate, and a copy shall be sent to NARA (NI);

(4) Establish procedures for the participation of records management officials in developing new or revised agency programs, processes, systems, and procedures in order to ensure that adequate recordkeeping requirements are established and implemented;

(5) Ensure that adequate training is provided to agency personnel at all levels on policies, responsibilities, and techniques for implementation of recordkeeping requirements;

(6) Ensure compliance with applicable Governmentwide policies, procedures, and standards relating to recordkeeping requirements as may be issued by the Office of Management and Budget, the General Services Administration, the National Archives and Records Administration, the National Institute of Standards and Technology, or other agencies, as appropriate;

ATTACHMENT

(7) Review recordkeeping requirements, as part of the periodic information resources management reviews required by 44 U.S.C. 3506, or the periodic records management evaluations required by 36 C.F.R. 1220.54, in order to validate their currency and to ensure that recordkeeping requirements are being implemented; and

(8) Remind all employees annually of the agency's recordkeeping policies and of the sanctions provided for the unlawful removal or destruction of Federal records (18 U.S.C. 2071).

691  
79/

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

March 1, 1994

NI 03.94

*National Archives*

**MEMORANDUM TO AGENCY RECORDS OFFICERS: NARA Bulletin 94-2,  
Preservation of facsimile transmissions as Federal records.**

Enclosed is a copy of NARA Bulletin 94-2, Preservation of facsimile transmissions as Federal records. This bulletin supersedes NARA Bulletin 91-6 and is in effect until August 31, 1995.

This bulletin reissues guidance on the preservation of facsimile transmissions that may be used as Federal records. Upon informally surveying records officers at various Federal agencies, we found many are still using fax machines with thermal paper. Images on thermal paper may deteriorate after a few months, making text illegible. Because of this deterioration, it is not advisable to maintain information on thermal facsimile paper as Federal records. NARA Bulletin 94-2 details steps agencies should take upon receiving these facsimile transmissions.

Please note that the last paragraph of the bulletin does not include our new address and telephone number in College Park. Make a pen-and-ink change. Questions concerning policy contained in the bulletin may be directed to Agency Services Division (NIA), Office of Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. (301) 713-6677.

*James W. Moore*  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

Enclosure

ENCLOSURE

62-37683-248

b6  
b7C

*National Archives and  
Records Administration*  
Washington, DC 20408

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**NARA BULLETIN**

**NO. 94-2**

October 15, 1993

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**TO:** Heads of Federal agencies

**SUBJECT:** Preservation of facsimile transmissions as Federal records

1. Purpose. This bulletin provides guidance on the handling of facsimile (fax) transmissions that satisfy the legal definition of Federal records.

2. Expiration date. This bulletin will remain in effect until August 31, 1995.

3. Background.

a. Facsimile transmissions have become a common means of office communication. Since an increasing number of documents are received by fax, records managers have requested guidance in the handling of such materials.

b. Many facsimile transmissions are made using "thermal paper," as opposed to plain paper. The images on thermal paper may begin to deteriorate in as few as six months. Such thermal papers are sensitive to heat and light, will react with chemicals found in ordinary office environments (including markers, cosmetics, and some types of plastic folders), and may contain impermanent dyes. As a result, the text is likely to fade, becoming illegible, or the whole paper surface may darken, making the image indistinguishable. Thermal paper can be recognized by its smooth sheen and tendency to curl.

c. Some facsimile machines produce copies on plain paper by xerographic means, which produces a much more stable image than a copy made on thermal paper. Plain paper is easier than thermal paper to mark, copy and file. Thermal paper is difficult to handle, particularly because of its tendency to curl.

4. Interpretation. Facsimile transmissions have the same potential to be Federal records as any other documentary materials received in Federal offices. They are Federal records when (1) they are received in connection with agency business and (2) they are appropriate for preservation as evidence of agency organization and activities or because of the value of the information they contain. (Refer to 36 CFR 1222.34 for additional guidance in identifying Federal records.)

62-37683-248  
ENCLOSURE

## Instructional and Management Guides

Directed to Federal agencies, these guides emphasize identifying and managing permanent records which are to be transferred to the National Archives. They discuss such topics as creating adequate and proper documentation of agency activities, setting up filing and retrieval systems, and ensuring suitable storage conditions.

- ☐ *Managing Electronic Records*. 1990 edition.
- ☐ *Managing Audiovisual Records*. 1989 edition.
- ☐ *Managing Cartographic and Architectural Records*. 1990 edition.
- ☐ *Managing the Records of Temporary Commissions*. 1989 edition.
- ☐ *Personal Papers of Executive Branch Officials: A Management Guide*. 1992 edition.

**Posters** All posters, except #1 & #4, are available in both large (17" x 22") and small (8.5" x 11") sizes.

lg sm

- ☐ 1. *Our Records/Your Responsibilities*. Outlines basic recordkeeping responsibilities of employees. (9" x 16" only)
- ☐ ☐ 2. *The Written Word Endures*. Stresses the importance of documenting meetings, telephone calls, and electronic mail communications.
- ☐ ☐ 3. *In 200 Years, Will People Remember....?* Reminds employees that the records they use today may be tomorrow's historical documents.
- ☐ 4. *The National Archives—Entrusted With the Record of Our Nation's Government*. Illustrates various types and sources of records at the National Archives. (17" x 22" only)
- ☐ ☐ 5. *You Can't Take It With You*. Reminds departing officials not to remove Federal records.
- ☐ ☐ 6. *Don't Kill Your Reputation; Organize Your Information*. Reminds employees that organized records help agencies provide good service.
- ☐ ☐ 7. *"Cut Off" Your Files—Before They Cut You Off*. Points out the need to make chronological divisions in subject and case files.

## Questions?

If you have any questions, please call 301-713-6677, Monday - Friday, 8:00 am - 4:30 pm, eastern time.

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179

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

March 1, 1994

NI 03.94

*National Archives*

**MEMORANDUM TO AGENCY RECORDS OFFICERS: NARA Bulletin 94-2,  
Preservation of facsimile transmissions as Federal records.**

Enclosed is a copy of NARA Bulletin 94-2, Preservation of facsimile transmissions as Federal records. This bulletin supersedes NARA Bulletin 91-6 and is in effect until August 31, 1995.

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Please note that the last paragraph of the bulletin does not include our new address and telephone number in College Park. Make a pen-and-ink change. Questions concerning policy contained in the bulletin may be directed to Agency Services Division (NIA), Office of Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. (301) 713-6677.

*James W. Moore*  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

Enclosure

ENCLOSURE

62-37683-248

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b7C



*National Archives and  
Records Administration*  
Washington, DC 20408

**NARA BULLETIN**

**NO.** 94-2

October 15, 1993

**TO:** Heads of Federal agencies

**SUBJECT:** Preservation of facsimile transmissions as Federal records

1. Purpose. This bulletin provides guidance on the handling of facsimile (fax) transmissions that satisfy the legal definition of Federal records.

2. Expiration date. This bulletin will remain in effect until August 31, 1995.

3. Background.

a. Facsimile transmissions have become a common means of office communication. Since an increasing number of documents are received by fax, records managers have requested guidance in the handling of such materials.

b. Many facsimile transmissions are made using "thermal paper," as opposed to plain paper. The images on thermal paper may begin to deteriorate in as few as six months. Such thermal papers are sensitive to heat and light, will react with chemicals found in ordinary office environments (including markers, cosmetics, and some types of plastic folders), and may contain impermanent dyes. As a result, the text is likely to fade, becoming illegible, or the whole paper surface may darken, making the image indistinguishable. Thermal paper can be recognized by its smooth sheen and tendency to curl.

c. Some facsimile machines produce copies on plain paper by xerographic means, which produces a much more stable image than a copy made on thermal paper. Plain paper is easier than thermal paper to mark, copy and file. Thermal paper is difficult to handle, particularly because of its tendency to curl.

4. Interpretation. Facsimile transmissions have the same potential to be Federal records as any other documentary materials received in Federal offices. They are Federal records when (1) they are received in connection with agency business and (2) they are appropriate for preservation as evidence of agency organization and activities or because of the value of the information they contain. (Refer to 36 CFR 1222.34 for additional guidance in identifying Federal records.)

62-37683-248  
ENCLOSURE

5. Agency action.

a. All thermal paper facsimiles that are Federal records should be xerographically reproduced on plain paper at the time of receipt, except in the case of transitory documents that do not need to be filed.

(1) This guidance does not apply to advance copies of materials on which no documented administrative action is taken. Such advance copies are non-record materials and may be destroyed immediately upon receipt of the original document.

(2) This guidance does apply to advance copies if the receiving office intends to circulate the advance copy for official purposes such as approval, comment, action, recommendation, or follow-up. In such instances, the advance copy is a Federal record and should be treated accordingly.

b. Plain paper copies of facsimiles that are Federal records should be filed in accordance with the agency's standard filing procedures.

c. Agencies that anticipate receiving large volumes of facsimile transmissions that are Federal records should consider purchasing a facsimile machine that produces plain paper copies by a xerographic process.

d. Facsimile message leaders, such as cover sheets, headers, and boxed notes, should advise the recipient to replace thermal paper facsimiles that are records with a plain paper copy. A recommended advisory is: "WARNING: Many Fax machines produce copies on thermal paper. The image produced is highly unstable and will deteriorate significantly in a few years. It should be copied on a plain paper copier prior to filing as a record."

e. The guidance in this bulletin should be incorporated into appropriate agency directives and distributed to all offices that receive facsimile transmissions.

6. Questions. Questions concerning this policy or requests for further assistance may be directed to the ~~Office of Records Administration, Agency Services Division (NIA),~~  
~~Washington, D.C. 20408, (202) 501-6000.~~

*Trudy Huskamp Peterson*  
TRUDY HUSKAMP/PETERSON  
Acting Archivist  
of the United States

AGENCY SERVICES DIVISION (NIA)  
OFFICE OF RECORDS ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
8601 ADELPHI ROAD  
COLLEGE PARK, MARYLAND 20740



*National Archives at College Park*



8601 Adelphi Road College Park, Maryland 20740-6001

JUL 18 1994

*o National Archives*

687  
NI 12.94

MEMORANDUM TO AGENCY RECORDS OFFICERS: NEW PHONE NUMBERS

The Office of Records Administration recently installed a new automated telephone system. Enclosed is a copy of the revised telephone list. Please distribute the list to your staff as necessary. We appreciate your cooperation.

*Frank B. Evans*  
FRANK B. EVANS  
Acting Assistant Archivist  
for Records Administration

Enclosures

ENCLOSURE

62-37683-250

62-37683

**OFFICE OF RECORDS ADMINISTRATION (NI)**

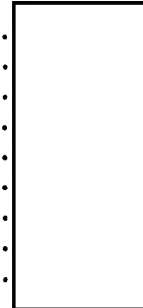
(301) 713-7100

Fax (301) 713-6850

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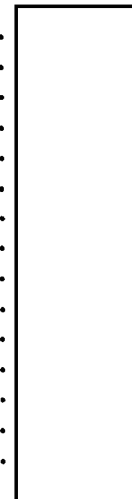
**AGENCY SERVICES DIVISION (NIA)**

(301) 713-6677

Fax (301) 713-6850



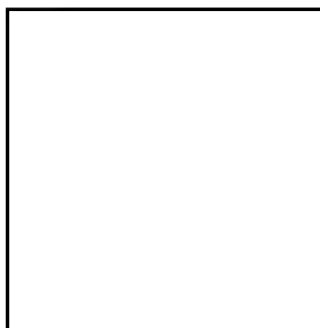
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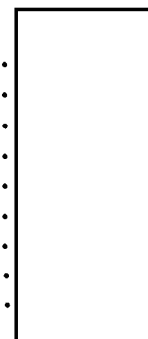
**RECORDS APPRAISAL AND DISPOSITION BRANCH (NIR)**

(301) 713-7110

Fax (301) 713-6852



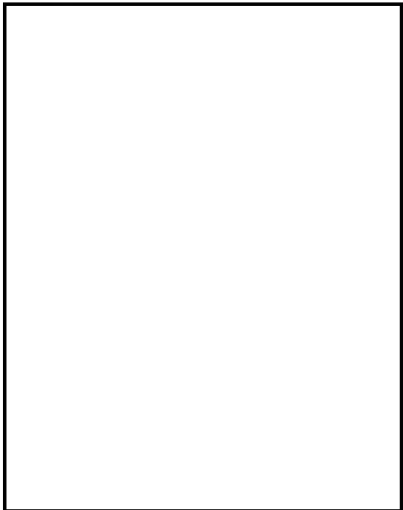
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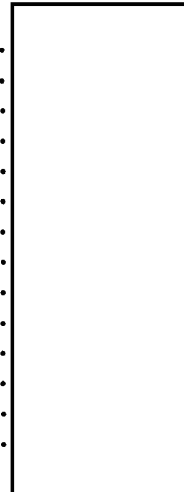
**ENCLOSURE**

62-37683-250

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# Washington National Records Center

Washington, DC 20409

July 19, 1994

Dear Records Officer:

*National Archives*

687  
The hand holes in the new Federal Records Center storage boxes may pose a problem when the boxes are used for classified material. A modification in packing procedures can eliminate this.

Steven Garfinkel, Director of the Information Security Oversight Office (ISOO), has informed the National Archives and Records Administration that placing blank opaque folders inside the box at both ends will meet ISOO requirements for storing classified information. Standard packing of letter-size files in the boxes will meet this requirement as long as nothing is written on the folders and the folder titles cannot be read.

Please call the Accession and Disposal Branch at 301-763-7534 with any questions about this matter.

*Judith A. Barnes*

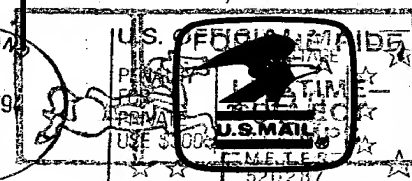
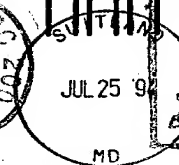
Judith A. Barnes  
Chief, Accession and Disposal Branch

62-37683-251

NCWA

Washington National Records Center  
Washington, DC 20409

Official Business  
Penalty for Private Use, \$300



Postage and Fees Paid  
National Archives and  
Records Administration  
NARA-362

THOMAS B. DUDNEY  
FBI - INFO MGMT DIVISION  
J. EDGAR HOOVER BLDG - ROOM 5342  
10TH & PENNSYLVANIA AVE., N. W.  
WASHINGTON DC 20535

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

691

43

July 26, 1994

[Redacted]

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b7C

Federal Bureau of Investigation  
J. Edgar Hoover Bldg., Rm. 5342  
10th St. and Pennsylvania Ave., NW  
Washington, DC 20535

[Redacted]

NATIONAL ARCHIVES

This will confirm that you are planning to attend our BRIDG meeting scheduled for Thursday, August 25, 1994, at 10 a.m. in Conference Room D of the National Archives at College Park (Archives II).

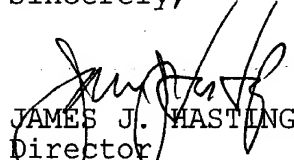
As you know, the topic of the meeting is the GRS. We will focus on such issues as format, method of issuance (e.g., paper vs. electronic), and integration into the GRS of electronic records systems. Broadly speaking, we are interested in getting input as to how to make the GRS meet agency needs more effectively, particularly in an era of shrinking resources. The format of the meeting will be primarily an open discussion with only a brief introduction by NARA staff.

If your plans change and you are unable to attend, please call

[Redacted]

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Sincerely,

  
JAMES J. HASTINGS  
Director  
Records Appraisal and  
Disposition Division

62-37683-252



Washington National Records Center

Washington, DC 20409

August 18, 1994

Dear records officer:

*NATIONAL ARCHIVES*

We will close the 1994 accession register and not process Standard Forms 135 (SFs 135) with 1994 accession numbers as of September 30, 1994. We will return SFs 135 we receive after that date for revision to include a fiscal year 1995 accession number.

~~We suggest that you begin assigning fiscal year 1995 accession numbers to new SFs 135 if you are not certain that we will receive the SFs 135 by the deadline.~~

If you have questions please call 301-763-7634.

Sincerely,

*Judith A. Barnes*

Judith A. Barnes  
Chief, Accession and Disposal Branch

62-37683-253



# Washington National Records Center

Washington, DC 20409

#679

81

September 19, 1994

0  
National Archives

Dear records officer:

As of October 3, 1994, we will modify the schedule for picking up records because one of our three truck drivers is retiring and we cannot hire another driver. Because we will have two truck drivers instead of three, we will visit each site less frequently and will be less able to accommodate requests for immediate pickups. We will continue to pick up records at any site that has more than 24 boxes.

If you cannot store records at your site until we can pick them up, you can deliver them to us or use the United States Postal Service or other delivery service. We recommend that you or the service you use maintain records about each shipment so that you can verify delivery. The Control Unit which is our receiving area is located on the upper loading dock. The Control Unit is open for deliveries from 8:00 am to 3:30 pm.

If you have questions about delivering or shipping records, please contact the Control Unit supervisor, [redacted]

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Sincerely,

Judith A. Barnes  
Chief, Accession and Disposal Branch

62-37683-254





# Washington National Records Center

Washington, DC 20409

September 29, 1994

*National Archives*

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records for records scheduled to be destroyed January 1995.

Please review these notices immediately.

Notify us immediately if the records are incorrectly scheduled for destruction or must be retained for pending litigation or claims. You must notify us in writing and provide an explanation of why the records should be retained. You must include a proposed date for destruction. I recommend that you call us as soon as you know that an accession or portion of one must be retained and follow up with the letter. The telephone number is 301-763-7504. The name of the staff member to contact is listed below.

Record Groups  
12 through 103  
103 through 237  
237 through 363  
363 through 516

Name

b6  
b7C

On some notices you will see a three line description of the records in the block labeled series description. This reflects the way information is now entered on our Accession Number Master List (01 Report). On the first line the initial number is the first box, the second number is the last box and the third number is the ending date of the records. The date is year followed by month. Remaining information describes the type of records. Information on accessions not entered in the new format appears on the notices as it always has.

Sincerely,

*Judith A. Barnes*

Judith A. Barnes  
Chief, Accession and Disposal Branch

62-37683-255

ENCLOSURE

Enclosure(s)

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**NOTICE OF INTENT TO DESTROY RECORDS**

DATE OF NOTICE 10/01/94	DISPOSAL DATE 199501
RECORDS DESCRIPTION	
ACCESSION NUMBER 065-89-0005	SUBGROUP
DISPOSAL AUTHORITY GRSN/6/1A	VOLUME (Cu. ft.) 247.000
SERIES DESCRIPTION  SITE AUDIT 4-8/88	
ADDRESS OF FEDERAL RECORDS CENTER  WASHINGTON NATIONAL RECORDS CENTER WASHINGTON, DC 20409	

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

**REMARKS**

LOCATION 18-94-0A-6-1 18-94-15-3-3

THOMAS B. DUDNEY  
FBI - INFO MGMT DIVISION  
J. EDGAR HOOVER BLDG - ROOM 5342  
10TH & PENNSYLVANIA AVE., N. W.  
WASHINGTON DC 20535

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA 13001 (7-88)

**NOTICE OF INTENT TO DESTROY RECORDS**

DATE OF NOTICE 10/01/94	DISPOSAL DATE 199501
RECORDS DESCRIPTION	
ACCESSION NUMBER 065-89-0006	SUBGROUP
DISPOSAL AUTHORITY GRSN/6/1A	VOLUME (Cu. ft.) 49.000
SERIES DESCRIPTION  SITE AUDIT 9/88	
ADDRESS OF FEDERAL RECORDS CENTER  WASHINGTON NATIONAL RECORDS CENTER WASHINGTON, DC 20409	

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

**REMARKS**

LOCATION 18-45-35-5-4 18-45-37-6-4

THOMAS B. DUDNEY  
FBI - INFO MGMT DIVISION  
J. EDGAR HOOVER BLDG - ROOM 5342  
10TH & PENNSYLVANIA AVE., N. W.  
WASHINGTON DC 20535

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA 13001 (7-88)

**NOTICE OF INTENT TO DESTROY RECORDS**

DATE OF NOTICE 10/01/94	DISPOSAL DATE 199501
RECORDS DESCRIPTION	
ACCESSION NUMBER 065-93-0011	SUBGROUP
DISPOSAL AUTHORITY GRSN/22/2	VOLUME (Cu. ft.) 1.000
SERIES DESCRIPTION  AUDIT CASE FILE 86	
ADDRESS OF FEDERAL RECORDS CENTER  WASHINGTON NATIONAL RECORDS CENTER WASHINGTON, DC 20409	

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

**REMARKS**

LOCATION 02-68-26-2-2 02-68-26-2-2

THOMAS B. DUDNEY  
FBI - INFO MGMT DIVISION  
J. EDGAR HOOVER BLDG - ROOM 5342  
10TH & PENNSYLVANIA AVE., N. W.  
WASHINGTON DC 20535

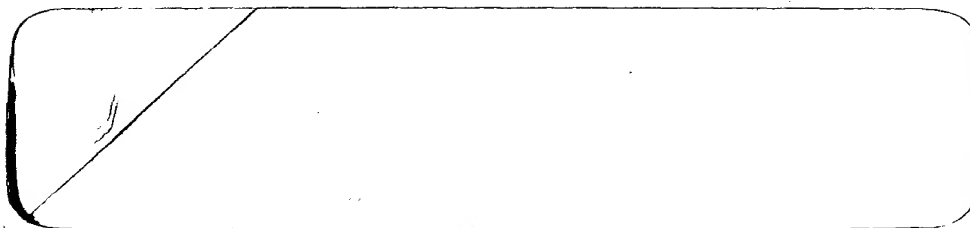
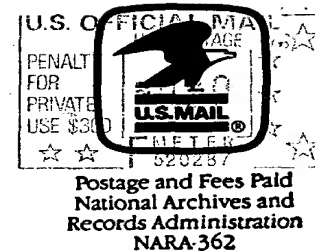
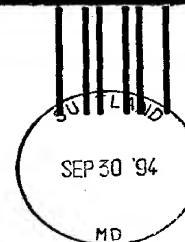
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA 13001 (7-88)

**ENCLOSURE**

62-37683-255

Washington National Records Center  
Washington, DC 20409  
NCWA  
OFFICIAL BUSINESS  
Penalty for Private Use \$300





# Washington National Records Center

Washington, DC 20409

October 13, 1994

687

*National Archives*

Dear Customer:

The Washington National Records Center (WNRC) is considering increasing the number of reimbursable services we offer to our customers. We would like to find out if you would be interested in the following services:

1. Box, list, and prepare all necessary paperwork in order for you to transfer eligible scheduled inactive records from your agency to the WNRC.
2. Prepare box lists for records currently stored at the WNRC.
3. Propose a project to us.

Experience has shown that when there is the possibility of agency downsizing, limited staff, and/or lack of funds, the transfer of non-active records to the WNRC and other routine records management activities do not receive a high priority. The WNRC, on the other hand, has the expertise to assist your agency and can probably accomplish the project at a lower cost. Projects would be billed according to the actual services rendered.

If you are interested in pursuing a reimbursable records management project with us, please contact [redacted] at [redacted]

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Please remember as well that we continue to offer reimbursable micrographics services (see enclosed flyer).

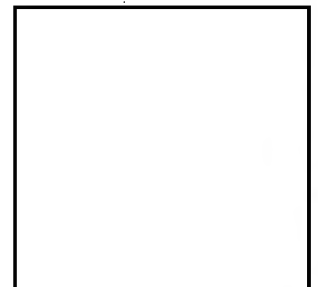
Sincerely,

*Ferris E. Stovel*  
FERRIS E. STOVEL  
Director

Enclosure

62-37683-256

1- ENCLOSURE





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The Washington National Records Center

Micrographics Branch

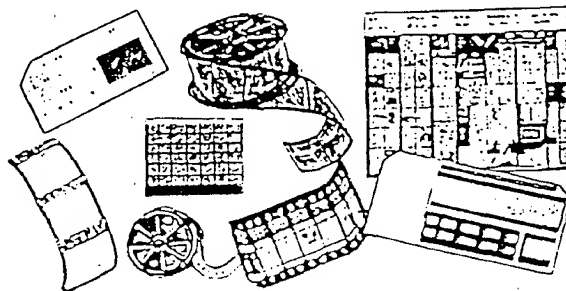
offers

Reimbursable Micrographic Services

to

Federal Agencies in the Washington Metropolitan Area

---



For more information, call the Micrographics Branch at (301)763-2969.

ENCLOSURE

62-37643-256

# Micrographics Services

provided by the

## Washington National Records Center

---

**Filming:** Microfilm is today's proven imaging technology. The Micrographics Branch at the Washington National Records Center can film Federal documents ranging from small index cards to large engineering drawings. The Branch can provide tri-level blipping and Dbase IV indexing applications for more advanced micrographics systems. End products can be formatted as roll film, cartridges, jackets, microfiche, or aperture cards.

**Processing and Duplicating:** The Micrographics Branch processes original source microfilm to archival specifications. The processors in the Branch handle 16mm, 35mm, and 105mm film. Diazo or silver microfilm duplicates can be created to ensure the safety of the original source microfilm and to handle various reference activities.

**Quality Control:** All microfilm products meet Federal micrographics standards outlined in 36 CFR 1230. The Micrographics Branch maintains detailed quality control data to verify the quality of all microfilm products.

**Feasibility Studies:** The Micrographics Branch can help Federal agencies determine the feasibility and cost of filming records. All cost estimates and ~~most feasibility studies are done free of charge.~~

---

**Records Storage:** After filming is completed, the Micrographics Branch will provide guidance on how to accession the original source documents into the Washington National Records Center.

**Workshops:** The Micrographics Branch offers reimbursable one- and two-day "Introduction to Micrographics" workshops for Federal records management personnel. The workshop outlines basic microfilm technology and discusses trends in Federal imaging technology.

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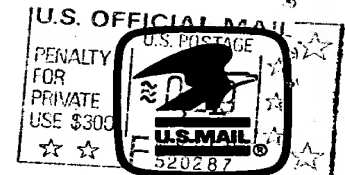
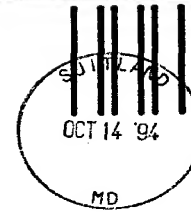
For more information, call the Micrographics Branch at (301)763-2969.

2000/04/05

Washington National Records Center  
Washington, DC 20409

OFFICIAL BUSINESS  
Penalty for Private Use \$300

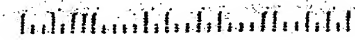
How



Postage and Fees Paid  
National Archives and  
Records Administration  
NARA-362

THOMAS B. DUDNEY  
FBI - INFO MGMT DIVISION  
J. EDGAR HOOVER BLDG - ROOM 5342  
10TH & PENNSYLVANIA AVE., N. W.  
WASHINGTON DC 20535

11 000



# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

OCT 24 1994

NI 01.95

*National Archives*

## MEMORANDUM TO AGENCY RECORDS OFFICERS: Automating Records Management Users' Group

687

An Automating Records Management Users' Group of agency records officers and other interested parties has begun meeting at the National Archives in College Park. The users' group serve as a vehicle for agencies to share their experience in automating various aspects of records management and for learning from the experience of other agencies.

The group has its origin in a recommendation of the 1992 NARA survey, *Records Management Automation in Federal Agencies*, which cited the need to "encourage the exchange of information about automating records management among agencies". The survey described agency projects then underway to automate one or more of the following records management functions: conducting a files inventory, developing file plans and labels, monitoring the use of records, preparing the records control schedule, and tracking inactive records in storage. The users' group was established this summer to continue sharing information about automating these and other records management functions.

You are invited to join the users' group. The next meeting will be held on December 6, 1994. For further information, please contact [redacted] on [redacted] extension [redacted]

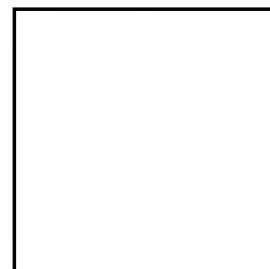
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*James W. Moore*  
JAMES W. MOORE  
Assistant Archivist

for Records Administration.

62-37683-257

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b7C





**National Archives at College Park**

8601 Adelphi Road  
College Park, MD 20740-6001

**NI**

OFFICIAL BUSINESS

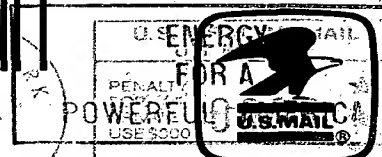
Penalty for Private Use, \$300

Thomas B. Dudley  
Department of Justice  
Federal Bureau of Investigation  
J.E. Hoover Bldg., Room 5342  
10th & Pennsylvania Ave., NW  
Washington, DC 20535



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MD



Postage and Fees Paid  
National Archives and  
Records Administration  
NARA-362



## Washington National Records Center

Washington, DC 20409

December 15, 1994

*NATIONAL ARCHIVES*

Dear Customer:

On Monday, December 19, 1994, the Washington National Records Center (WNRC) will convert to the WITS telephone system. New telephone numbers will go into effect on that day. A recorded message will provide the new number when you call the old number. For your convenience we are attaching a list of the most frequently called numbers.

Please copy and distribute this information in your office to minimize any confusion the changes will cause.

We regret any inconvenience and the short notice of the changes.

Sincerely,

*Ferris E. Stovel*  
for FERRIS E. STOVEL  
Director

Attachment

1- ENCLOSURE

62-37683-258

**WASHINGTON NATIONAL RECORDS CENTER**

**Director** - Ferris E. Stovel (301)457-7000

**Assistant Director** - Michael R. Carlson (301)457-7000

**Accession and Disposal Branch (NCWA)**

Chief, Judith A. Barnes - (301)457-7035

Archivists - (301)457-7035

Technicians - (301)457-7040

Control Unit (Pickup & delivery of new accessions) -  
(301)457-7065

**Micrographics Branch (NCWM)**

Chief, Vacant (301)457-7095

**Reference Service Branch (NCWR)**

Chief, Velecia K. Chance - (301)457-7010

Telephone emergency request line

FAX - emergency request line

CIPS Coordinator - (301)457-7060

Request Section (Handles all requests) - (301)457-7060

Refile Section (Handles all refiles) - (301)457-7090

Customer Service Section (Operates the mailroom and  
handles all agency request pick-ups) (301)457-7080

b2

62-37683-258  
ENCLOSURE

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

MAR 7 1995

NI 12.95

*National Archives*

## MEMORANDUM TO AGENCY RECORDS OFFICERS: Open Forum with the Acting Archivist of the United States to be held on National Records Management Day

The National Archives is pleased to invite you to attend an open forum discussion with Dr. Trudy H. Peterson, Acting Archivist of the United States, on April 5, 1995. The forum will be held at 9:00 am in the Auditorium at the National Archives at College Park, 8601 Adelphi Road, College Park, Maryland. Coffee and light refreshments will be available beginning at 8:15 am.

The forum will provide you with an opportunity to discuss the records management role of NARA with Dr. Peterson. She is especially interested in hearing your ideas about how NARA and the Federal agencies can continue to work together to ensure effective records management throughout the Government in the current environment of downsizing and resource reduction.

This event is being held in conjunction with the first observance of National Records Management Day, designated by ARMA International, the Association of Records Managers and Administrators. National Records Management Day will be an occasion to focus attention on the importance of records and information management. It will also provide an opportunity to recognize and commend the professionals in the field of records and information management for their commitment and dedication to service.

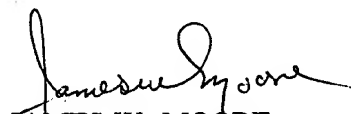
Tours of the National Archives at College Park will be available following the open forum. We invite you to join Dr. Peterson and the staff of the National Archives and Records Administration in this celebration of National Records Management Day.

We also encourage you to engage in activities within your agency on April 5 to focus attention on and support for records management. At NARA, we will be presenting an afternoon briefing for program managers on the importance of establishing and maintaining an effective records management program. We will honor the records liaison staff within the agency with a brief ceremony and a letter of recognition. National Records Management Day offers you an excellent opportunity to undertake similar efforts to emphasize records management in your agency.

*62-37683-259*

National Records Management Day is being celebrated throughout the United States and Canada by ARMA's 10,000 members and 150 chapters. NARA's Federal records centers are working together with ARMA chapters to promote the event in the United States. We encourage your regional offices to contact the Federal records centers to participate in this effort.

We look forward to seeing you at the open forum on April 5. If you have any questions, please call the Office of Records Administration on 301-713-6677.

  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

**National** *Archives at College Park*

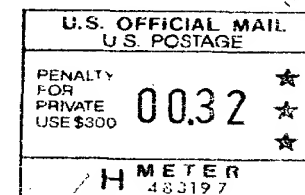
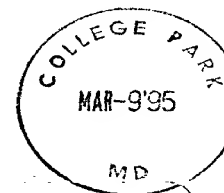
8601 Adelphi Road  
College Park, MD 20740-6001

**NI**

OFFICIAL BUSINESS

Penalty for Private Use, \$300

William Shackelford  
Acting Records Officer  
Department of Justice  
Federal Bureau of Investigation  
J.E. Hoover Bldg., Room 5342  
10th & Pennsylvania Ave., NW  
Washington, DC 20535



# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

MAR 9 1995

*National Archives*

687 NI 13.95

## MEMORANDUM TO AGENCY RECORDS OFFICERS: The 1995 Records Administration Conference

The Office of Records Administration is holding its seventh annual Records Administration Conference (RACO 95) on May 24, 1995. The conference will be held at the Washington Renaissance Hotel-Techworld, 999 9th Street NW, Washington, DC. The hotel is located two blocks north of the Ninth Street entrance to the Gallery Place Metrorail stop on the Red, Yellow, and Green lines. The conference will begin at 8:30 am and conclude at 5:00 pm.

The program for RACO 95 has not been fully developed, but we are planning to present sessions on the Government Information Locator Service (GILS), the status of the proposed standards for management of Federal records created or received on electronic mail (E-mail) systems, and records management implications of agency downsizing. There is still time for you to provide input for planning RACO 95. If you have any program recommendations, including a topic you would like to present personally, please call [redacted] on [redacted] extension [redacted]

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The cost of the conference is \$90.00. To register please send a Standard Form 182 (or equivalent) to RACO 95, Agency Services Division (NIA), Room 2200, National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 (FAX [redacted]). Please register early as conference enrollment is limited to 270 participants. Questions about registration should be directed to [redacted] on [redacted] extension [redacted].

More detailed program information will be sent to you at a later date. We look forward to seeing you at RACO 95.

*James W. Moore*  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

62- 37683- 260

*National Archives at College Park*

8601 Adelphi Road  
College Park, MD 20740-6001

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Acting Records Officer  
Department of Justice  
Federal Bureau of Investigation  
J.E. Hoover Bldg., Room 5342  
10th & Pennsylvania Ave., NW  
Washington, DC 20535



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# National Archives



Washington, DC 20408

MAR 30 1995

NI 16.95

## MEMORANDUM TO AGENCY RECORDS OFFICERS: Bimonthly Records and Information Discussion Group (BRIDG)

On Wednesday, April 19, 1995, the Office of Records Administration will hold a BRIDG meeting concerning the results of a recent study of records management training in the Federal government. This session will be held in Training Room A at the National Archives at College Park from 10:00am to noon.

Based upon your contributions regarding your agency training activities and products, [redacted] of our Agency Services Division will present their findings and observations. This presentation will emphasize what has been successful in agency RM training. We hope that the resulting models of excellence will be adapted or adopted to meet your training needs. In view of dwindling financial and human resources, every effort must be made by records officers to incorporate effective ideas into agency training programs.

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Please call [redacted] ext. [redacted] to leave your name, agency name, and persons attending, as soon as possible to reserve a place at this meeting. We look forward to seeing you on April 19.

JAMES W. MOORE  
Assistant Archivist  
for Records Administration

62-37683-261

*National Archives at College Park*

8601 Adelphi Road  
College Park, MD 20740-6001

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[Redacted]  
Acting Records Officer  
Department of Justice  
Federal Bureau of Investigation  
J.E. Hoover Bldg., Room 5342  
10th & Pennsylvania Ave., NW  
Washington, DC 20535

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# Washington National Records Center

Washington, DC 20409

#679

March 30, 1995

*National Archives*

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records for records scheduled to be destroyed July 1995.

Please review these notices immediately.

Notify us immediately if the records are incorrectly scheduled for destruction or must be retained for pending litigation or claims. You must notify us in writing and provide an explanation of why the records should be retained. You must include a proposed date for destruction. I recommend that you call us as soon as you know that an accession or portion of one must be retained and follow up with the letter. The name and telephone of the staff member to contact is listed below.

Record Groups  
012 through 237  
237 through 527

Name

Telephone number

--

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On some notices you will see a three line description of the records in the block labeled series description. This reflects the way information is now entered on our Accession Number Master List (01 Report). On the first line the initial number is the first box, the second number is the last box and the third number is the ending date of the records. The date is year followed by month. The remaining information describes the type of records. Information on accessions not entered in the new format appears on the notices as it always has.

Sincerely,

*Judith A. Barnes*

Judith A. Barnes  
Chief, Accession and Disposal Branch

Enclosure(s)

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**NOTICE OF INTENT TO DESTROY RECORDS**

DATE OF NOTICE

04/01/95

DISPOSAL DATE

199507

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

## RECORDS DESCRIPTION

ACCESSION NUMBER

065-90-0001

SUBGROUP

DISPOSAL AUTHORITY

GRSN/6/1A

VOLUME (Cu. ft.)

229.000

## SERIES DESCRIPTION

SITE AUDIT

10/88-2/89

## ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS  
CENTER  
WASHINGTON, DC 20409

## REMARKS

LOCATION 19-39-27-5-3 19-39-39-1-3

THOMAS B. DUDNEY  
FBI - INFO MGMT DIVISION  
J. EDGAR HOOVER BLDG - ROOM 5342  
10TH & PENNSYLVANIA AVE., N. W.  
WASHINGTON DC 20535

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA 13001 (7-88)

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# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

MAY 12 1995

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*National Archives*

## MEMORANDUM TO AGENCY RECORDS OFFICERS: Distribution of Publications

This memorandum describes revised procedures for distribution of publications and provides an updated version of our publications order form.

In September 1994, NI 15.94, Memorandum to Records Officers, announced changes in the distribution of the General Records Schedules and the availability of records management information on the NARA Internet gopher. Most agencies have found that the electronic version of the GRS is adequate for their uses. Therefore, we intend to expand electronic distribution to other Office of Records Administration publications. Unless you notify us that you prefer another format, we will distribute future publications on 3½ inch high-density diskettes in a number of IBM-compatible formats. All publications will be available in ASCII text and WordPerfect (Windows version 5.2) formats. We will also include some documents as PostScript printer files and in portable document formats.

As soon as publications are finalized, they are posted on the NARA gopher (gopher://gopher.nara.gov) under Information for Archivists and Records Managers; Records Management Information, Publications. Publications accessible on the NARA gopher are generally in ASCII format. For additional instructions on accessing the NARA gopher, see NI 15.94 or the Summer 1994 issue of Recordfacts Update.

Another option for distribution of publications and memoranda to records officers is to send them as enclosures to Internet electronic mail. If you would like to receive a WordPerfect version of records management issuances via e-mail, please let us know your Internet address.

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To summarize, unless you notify us, we will send you future publications on 3½ inch diskettes. If you want new or revised publications in hard copy or via e-mail, you must notify us. We will continue to send memoranda to records officers in hard copy, unless you submit your Internet e-mail address. Once Government-wide e-mail is in place, we will routinely correspond with other Federal agencies via the Internet.

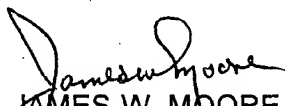
However, most current publications are available in hard copy, as indicated on the attached publications order form. Please note that the General Records Schedules are no longer listed, as explained above. The form has also been modified to eliminate three General Services Administration publications, Case Filing, File

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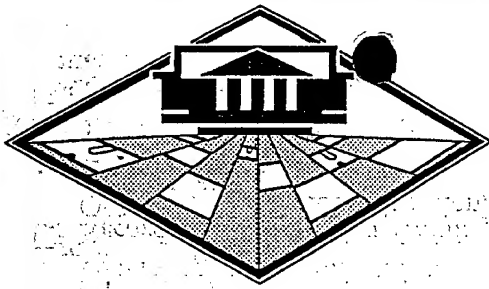
Stations, and Files Equipment and Supplies, which have been discontinued. Some of the guidance contained in these handbooks has been incorporated in GSA's Files Maintenance handbook which was issued in 1994. Copies of Files Maintenance may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-9328. The cost is \$2.50 per copy. When ordering, please specify GPO Stock Number 022-003-01182-0.

If you have any questions, please call  on  extension

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JAMES W. MOORE  
Assistant Archivist  
for Records Administration

Attachment



Office of Records Administration  
National Archives and Records Administration

# PUBLICATIONS

These publications are available from the National Archives, Attn: Publications Distribution Staff, NECD, Room G-9, 7th & Pennsylvania Ave., NW, Washington, DC, 20408 (1-800-234-8861, FAX 202-501-7170). There is no charge, but quantities may be limited. If you want more than 5 copies of any publication, please address your request to the Agency Services Division (NIA), Rm. 2200, National Archives at College Park, 8601 Adelphi Road, College Park, MD, 20740-6001 (FAX 301-713-6850).

- ☐ *A Federal Records Management Glossary*. Provides definitions for terms frequently used by records and information managers. 1993 edition.
- ☐ *RECORDFACTS*. Summarizes basic recordkeeping responsibilities and lists sources of further information. 1986 edition.
- ☐ *Your Records and the National Archives and Records Administration*. Discusses the differences between storing records in a Federal records center and transferring them to the National Archives' legal custody. 1992 edition.
- ☐ *Records Management and the Law*. Reviews the records management responsibilities that various laws assign to Federal agencies, including oversight agencies. 1988 edition.
- ☐ *Checklist for Evaluating Recordkeeping Practices in Your Office*. Questions and general guidance to assist office staff in evaluating their recordkeeping. 1991 edition.
- ☐ *Evaluating Files Maintenance and Records Disposition Programs*. A self-inspection guide for Federal agencies. 1988 edition.
- ☐ *Records Administration Training*. Describes courses and training services offered by NARA's Office of Records Administration, along with related training sponsored by other NARA offices. FY 1995 edition.

## Records Management Handbooks

- ☐ *Disposition of Federal Records*. Explains how to develop, implement, and evaluate records disposition programs in Federal agencies. Includes the texts of Federal laws and regulations affecting records disposition. 1992 edition.
- ☐ *Files Operations*. Explains how to arrange and maintain records effectively and efficiently. Includes guidelines for files operations, rules and captions for alphabetic filing, and a glossary of files terms. 1981 edition.
- ☐ *Subject Filing*. Explains how to arrange general correspondence and related records. Includes a model subject file classification system for administrative records common to most Federal agencies. 1981 edition.

## Instructional and Management Guides

Directed to Federal agencies, the guides emphasize identifying and managing permanent records which are to be transferred to the National Archives. They discuss such topics as creating adequate and proper documentation of agency activities, setting up filing and retrieval systems, and ensuring suitable storage conditions.

- ☐ *Managing Electronic Records*. 1990 edition.
- ☐ *Managing Audiovisual Records*. 1989 edition.
- ☐ *Managing Cartographic and Architectural Records*. 1990 edition.
- ☐ *Managing the Records of Temporary Commissions*. 1989 edition.
- ☐ *Personal Papers of Executive Branch Officials: A Management Guide*. 1992 edition.

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## Newsletter

- ☐ **RECORDFACTS UPDATE** Published quarterly, this newsletter features reports on records management activities of NARA and other Federal agencies, a calendar of events, helpful hints, and other features.

**Posters** All posters, except #1 & #4, are available in both large (17" x 22") and small (8.5" x 11") sizes.

lg. sm

- ☐ ☐ 1. *Our Records/Your Responsibilities*. Outlines basic recordkeeping responsibilities of employees. (9" x 16" only)
- ☐ ☐ 2. *The Written Word Endures*. Stresses the importance of documenting meetings, telephone calls, and electronic mail communications.
- ☐ ☐ 3. *In 200 Years, Will People Remember....?* Reminds employees that the records they use today may be tomorrow's historical documents.
- ☐ ☐ 4. *The National Archives—Entrusted With the Record of Our Nation's Government*. Illustrates various types and sources of records at the National Archives. (17" x 22" only)
- ☐ ☐ 5. *You Can't Take It With You*. Reminds departing officials not to remove Federal records.
- ☐ ☐ 6. *Don't Kill Your Reputation; Organize Your Information*. Reminds employees that organized records help agencies provide good service.
- ☐ ☐ 7. *"Cut Off" Your Files—Before They Cut You Off*. Points out the need to make chronological divisions in subject and case files.

## Questions?

If you have any questions, please call 301-713-6677, Monday - Friday, 8:00 am - 4:30 pm, eastern time.

Please check the box next to each publication you wish to order, and print your name and address on this handy form. Please print clearly. This will be used as your mailing label.

PLEASE PRINT CLEARLY

Name		
Title (if any)		
Agency (include parent agency, if any)		
Address		
City		
State	Zip Code	
Phone number (optional)		

National Archives and  
Records Administration

Washington, DC 20408

691

NARA BULLETIN

NO. 95-4

April 10, 1995

TO: Heads of Federal Agencies

SUBJECT: Records disposition procedures when terminating an  
agency or any of its components

1. Purpose. ~~NATIONAL Archives~~ This bulletin provides a review of the necessary procedures for the disposition of records of an agency or any of its components which are designated to be terminated.

2. Expiration. This bulletin will remain in effect until April 30, 1997.

3. Background. The Office of Records Administration provides guidance to agencies on the creation, maintenance, and disposition of Federal records. In the event of termination, it is important to follow certain essential steps to prevent the loss or unauthorized destruction of agency records.

4. Action to be taken by agency heads.

a. Whenever an agency or one of its components is abolished, the agency head is responsible for ensuring the protection and final disposition of all records, including those to be transferred to another office or designated successor agency, a Federal records center, or the Office of the National Archives, as indicated in the attached instructions.

b. NARA requests that agencies submit written notification of impending termination of the agency or any of its components to the Office of Records Administration (NI), 8601 Adelphi Road, College Park, MD 20740-6001. The notification should include the anticipated impact of the downsizing on the agency's records program and NARA, including an estimate of the volume of records that may be transferred to Federal records centers or to the National Archives of the United States, the volume of classified records, and the volume of records in each format that requires special environmental conditions (microform, audiovisual, and electronic records).

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Exclusion. These procedures do not apply to temporary commissions. The term "temporary commission" refers to any commission, board, committee, council, conference, panel, task force, or other similar group established by statute or reorganization plan or established or utilized by the President to obtain advice or recommendations. A separate NARA

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## TERMINATION PROCEDURES

When notified that an agency, or any of its components, will be terminated, the agency head must ensure the orderly disposition of the agency's records. Federal records systems encompass a broad range of media types. Although many records are paper documents, records may also be in other forms such as photographs, maps, microfilm, motion pictures, sound recordings, magnetic computer media and optical disks. In the context of agency or program termination, disposition refers to several possible actions: transfer of records to a successor agency or office for the conduct of current business; transfer of records to agency storage facilities or Federal records centers (FRC's) for temporary storage; or transfer of records to the National Archives for permanent preservation. For advice or assistance contact the Office of Records Administration (NI), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001, (301-713-6677).

When terminating a major activity, office, or agency, take the following actions:

1. Review the General Records Schedules (GRS) and agency records schedules previously approved by NARA to determine which records series have disposition instructions. Under applicable disposition authorities, some records series will be eligible for immediate destruction, others will need to be kept until eligible for final disposition (destruction or transfer to the National Archives) as specified in the schedule either in a successor agency or office or at an FRC. If there is no successor agency or office, all records designated as permanent in the schedule should be transferred to the National Archives of the United States.
2. For records which are identified in step 1, perform the appropriate disposition action. That is, dispose of records for which the retention period has expired, transfer current or semi-current records to the successor office or agency or FRC, and prepare to transfer permanent records to the National Archives. See steps 6-8, below, for detailed information concerning these actions.
3. Destroy nonrecord materials, such as reference materials and extra copies of publications and reports, except materials that may be of use to the successor office or agency. Nonrecord materials contained in the official agency library should not be destroyed. Instead, contact the Library of Congress to determine if it is interested in all or a part of the collection. Also, ensure that a record set of agency or office publications is either transferred to the successor or to the National Archives.

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Disposition of Federal Records  
Personal Papers of Executive Branch Officials: A  
Management Guide  
Managing Electronic Records  
Managing Audiovisual Records  
Managing Cartographic and Architectural Records  
General Records Schedules

"Disposition of Federal Records" describes how to develop, implement, and evaluate records disposition programs in Federal agencies. It includes the texts of Federal laws and regulations affecting records disposition. "Personal Papers of Executive Branch Officials: A Management Guide" provides information on distinguishing between Federal records and personal papers.

These publications are available from the National Archives, Attn: Publication Sales Office, NECD, Room G-9, 7th & Pennsylvania Ave., NW, Washington, DC 20408 (1-800-234-8861).

Specific agency records schedules are available from the agency's records officer.

The General Records Schedules (GRS) and NARA regulations on records management (36 CFR, Chapter 12) can also be found on the Internet at the NARA gopher ([nara.gopher.gov](http://nara.gopher.gov)).

For information on records disposition training in the Washington, DC area contact the Office of Records Administration (NI), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001 (301-713-6677). For information on records disposition training in the field, contact the Office of Federal Records Centers (NC), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001 (301-713-7200).

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# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

JUN 27 1995

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MEMORANDUM TO AGENCY RECORDS OFFICERS: NARA bulletin and regulations

*NATIONAL ARCHIVES*

NARA published a final rule on the management of vital records (36 CFR 1236) in the Federal Register on June 7. Enclosed is a copy of the notice. If you have any questions, please contact Charles Brett on 201-713-7100, extension 261 (Internet: [charles.brett@arch2.nara.gov](mailto:charles.brett@arch2.nara.gov)).

Also enclosed is a copy of NARA Bulletin 95-4, "Records disposition procedures when terminating an agency or any of its components," which provides guidance to agencies when downsizing, reorganization, or other administrative actions result in the elimination of agency programs or components. The bulletin summarizes all relevant records disposition requirements in these circumstances. If you have any questions, please contact Marilyn Redman at 301-713-7100 extension 269 (Internet: [marilyn.redman@arch2.nara.gov](mailto:marilyn.redman@arch2.nara.gov)).

NARA will place the bulletin and revised regulation on the Internet as soon as possible. Agencies may access it on the NARA Gopher at the following address: <gopher://gopher.nara.gov>. Alternatively, agencies may elect to access these documents via the World Wide Web at: <http://www.nara.gov>. After reaching the NARA gopher or home page, select "Information for archivists and records managers," then "Federal Records Management Information." The bulletin is under "Publications," then "NARA Bulletins." The regulation is under "Code of Federal Regulations Relating to Records Management," then "Part 1236."

*James W. Moore*  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

62-37683-265

Enclosures

ENCLOSURE

certification decisions thereon would result in unreasonable delays and monetary loss to the producer, and (3) samples are provided and the educational character of the future programs can be generally described before certification and can be verified by a post-certification review of the items or through descriptive material such as a script of the narration. The Agency received one comment on the proposed amendment to the existing regulations, which agreed that the amendment was necessary to facilitate the free flow of eligible information to interested audiences.

#### Regulatory Analysis and Notices

In accordance with 5 U.S.C. 605(5), the Agency certifies that this rule does not have a significant adverse economic impact on a substantial number of small entities. This rule is not considered to be a major rule within the meaning of section 1(b) of Executive Order 12291, nor does this rule have Federalism implications warranting the preparation of a Federalism Assessment in accordance with Executive Order 12612.

No additional burden under the Paperwork Reduction Act, 44 U.S.C. Chapter 35, will result from the promulgation of this rule.

#### List of Subjects in 22 CFR Part 502

Audiovisual material, Education, Exports, Imports, Trade Agreement.

For the reasons set out in the preamble, 22 CFR part 502 is amended as follows:

#### PART 502—WORLD-WIDE FREE FLOW OF AUDIO-VISUAL MATERIALS

1. The authority citation for part 502 continues to read as follows:

Authority: 5 U.S.C. 301, 19 U.S.C. 2051, 22 U.S.C. 1431 *et seq.*; Pub. L. 102-138, E.O. 11311, 31 FR 13413, 3 CFR 1966-1970 comp., page 593.

2. Section 502.2 is amended by adding, in alphabetical order, a definition for "serial certification" to read as follows:

#### § 502.2 Definitions.

*Serial certification*—means certification by the Agency of materials produced in series form and which, for time-sensitive reasons, cannot be reviewed prior to production; but samples are provided on application, and the materials are subject to post-certification review.

3. Section 502.3 is amended by adding new paragraphs (d) and (e) to read as follows:

#### § 502.3 Certification and authentication criteria.

(d) The Agency may certify or authenticate materials which have not been produced at the time of application upon an affirmative determination that:

(1) The materials will be issued serially,

(2) Representative samples of the serial material have been provided at the time of application,

(3) Future titles and release dates have been provided to the Agency at the time of application,

(4) The applicant has affirmed that:

(i) Future released materials in the series will conform to the substantive criteria for certification delineated at paragraphs (a) through (c) of this section;

(ii) Such materials will be similar to the representative samples provided to the Agency on application; and

(iii) The applicant will provide the Agency with copies of the items themselves or descriptive materials for post-certification review.

(e) If the Agency determines through a post-certification review that the materials do not comply with the substantive criteria for certification delineated at paragraphs (a) through (c) of this section, the applicant will no longer be eligible for serial certifications. Ineligibility for serial certifications will not affect an applicant's eligibility for certification of materials reviewed prior to production.

Dated: June 1, 1995.

Les Jin,

General Counsel.

[FR Doc. 95-13959 Filed 6-6-95; 8:45 am]

BILLING CODE 8230-01-M

#### NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

#### 36 CFR Part 1236

RIN 3095-AA51

#### Management of Vital Records

AGENCY: National Archives and Records Administration.

ACTION: Final rule.

**SUMMARY:** This regulation revises NARA regulations on Federal agencies' management of vital records in order to place the vital records program in the context of agency emergency management responsibilities. The vital records program is intended to ensure continuity of agency operations and protect rights of citizens and the Government. The regulation affects all Federal agencies.

**EFFECTIVE DATE:** This rule is effective June 7, 1995.

**FOR FURTHER INFORMATION CONTACT:** Mary Ann Hadyka or Nancy Allard at 301-713-6730.

**SUPPLEMENTARY INFORMATION:** NARA published a notice of proposed rulemaking on May 31, 1994 (59 FR 28033) for a 60-day comment period. The proposed rule expanded the vital records program to incorporate contingency planning and records disaster mitigation and recovery. Twenty written comments were received. It was clear that the extension of the regulation on vital records to a broader context was perceived by the agencies to be confusing, redundant, and burdensome. Consequently, NARA has revised the regulation to limit its application to vital records responsibilities, in the context of the larger emergency management program. Additional information will be provided in a forthcoming NARA management guide. The guide will provide more detail on vital records program planning, identifying vital records, training agency staff, and assessing records damaged in an emergency or disaster to determine what steps, if any, should be taken to recover the information in them. Its provisions will be advisory, rather than mandatory.

Following is a section-by-section discussion of the major issues raised in the written comments.

#### Section-by-Section Analysis

##### Section 1236.10 Purpose

One agency thought that vital records should be presented as part of the disaster recovery program, rather than the reverse. Another agency recommended that the rule clarify the relationship between contingency planning, vital records, and records disaster mitigation and recovery. This section has been modified to reflect the revised scope of the regulation.

##### Section 1236.12 Authority

NARA reconsidered the authorities cited for this regulation and deleted 44 U.S.C. 3105 because that section of the law relates to unauthorized disposal. It supports the records disposition regulations at 36 CFR 1228 and has no direct relationship to regulations on vital records.

##### Section 1236.14 Definitions

One agency noted that the definition of contingency planning actually described risk analysis. Another agency recommended that the definition of emergency operating records be modified to clearly cover records

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ENCLOSURE

needed to operate during and after an emergency in addition to records containing procedures for operating during an emergency. That agency also suggested that the definition of records disaster mitigation and recovery was too broad and recommended that it be clearly limited to emergency situations. The definitions of contingency planning and emergency operating records have been revised. In response to a third agency recommendation, the definition of off-site was added. NARA changed rights-and-interests records to legal and financial rights records because the latter term is more precise. The definitions of emergency coordinator, hazard, and vital records manager, were deleted because they are not used in the revised regulation.

#### *Sections 1236.20 through 1236.24*

These sections, originally proposed to cover contingency planning, have been deleted. Contingency planning for emergencies is adequately covered in FEMA issuances such as the "Federal Response Planning Guide, Continuity of Operations (COOP) Planning Guidance (FRPG 01-94)."

#### *Section 1236.30 Vital Records Program*

Six agencies questioned one or more of the elements of the vital records program described in this section, including issuance of a separate directive for the program, establishing a separate position for the vital records manager, providing training, and conducting annual reviews. NARA did not intend this section to require separate directives, full-time positions, elaborate training, or burdensome reviews. Management of vital records should be the responsibility of the agency records manager. It is one of many records management functions that should be addressed in agency records management directives, training, and program reviews. This section was modified to include only the basic requirements relating specifically to vital records.

#### *Section 1236.32 Identifying, Using and Protecting Vital Records*

This section has been divided into three sections, now designated § 1236.22, § 1236.24, and § 1236.26. One agency recommended that the inventory of vital records be integrated into the records scheduling process. NARA did not intend that this inventory necessarily duplicate inventorying for scheduling. Section 1236.22 clarifies that point, and further explanation will be provided in the forthcoming guide. Another agency suggested that common vital records be so designated in the

General Records Schedules. NARA declines to accept this suggestion because many vital records common to many agencies are permanent and therefore not in the General Records Schedules (GRS). Many other vital records are unique to individual agencies. As vital records are identified in the course of contingency planning, NARA believes it inappropriate to mandate that specific series in the GRS be treated as vital records.

One agency recommended that this section more clearly address electronic records and security backup copies. In particular, the agency asked if electronic records could be regarded as the vital record copy, even if it is not an exact duplicate. In § 1236.22, NARA modified the regulation to clarify that it is the informational content, not the form, of the records that must be considered. Also, § 1236.26 indicates that copies of electronic records created for security purposes are adequate for protecting vital information, even if the copies include records not containing vital information. Additional guidance on electronic records will be provided in the forthcoming guide.

Two agencies raised questions about copies of vital records, and one recommended a risk analysis to determine whether duplication is necessary. Section 1236.24 clarifies that agencies determine when copies are needed.

Several agencies questioned the restriction on use of Federal Records Centers (FRC's) to copies of legal and financial rights records. We have modified the rule at § 1236.26(c) to allow agencies to store emergency operating records at FRC's under certain conditions.

One agency pointed out that not all vital record copies are cycled, and two agencies stated that the disposition of the copies may not be the same as the originals. This rule was clarified on these points.

#### *Sections 1236.40 and 1236.42 Records Disaster Mitigation and Recovery Program*

Three agencies found § 1236.40, Records protection, confusing in relation to the scope of the records protection plan. Three agencies raised questions about the scope of § 1236.42, Elements of a records disaster mitigation and recovery program. One recommended that the program be integrated with information security plans and contingency of operations plans. Another objected to the requirement that agencies test records recovery programs for all offices. The third asked if a plan was required for

each series or for records in each medium. NARA reconsidered the propriety of including this level of detail about the broader emergency management program in its regulations on vital records and deleted the entire section. NARA concluded that the proposed regulation was confusing to agencies, duplicative of requirements imposed by FEMA on emergency management and by GSA on computer security, and unnecessarily burdensome.

The Administrative Procedures Act (5 U.S.C. 553(d)) provides that the effective date of a final rule may be less than 30 days after publication in the *Federal Register* when the rule relieves a restriction. This rule will allow agencies to store their emergency operating vital records in the Federal Records Centers. Previously, only legal and financial rights vital records could be transferred to a records center. Accordingly, we are making this final rule effective immediately.

This rule is not a significant regulatory action for purposes of Executive Order 12866 of September 30, 1993, and has not been reviewed under the Order by the Office of Management and Budget. As required by the Regulatory Flexibility Act, it is hereby certified that this rule will not have a significant impact on small entities.

#### **List of Subjects in 36 CFR 1236**

Archives and records.

For the reasons set forth in the preamble, 36 CFR chapter XII is amended by revising part 1236 to read as follows:

#### **PART 1236—MANAGEMENT OF VITAL RECORDS**

##### **Subpart A—General**

- Sec.
- 1236.10 Purpose.
- 1236.12 Authority.
- 1236.14 Definitions.

##### **Subpart B—Vital Records**

- 1236.20 Vital records program objectives.
- 1236.22 Identification of vital records.
- 1236.24 Use of vital records and copies of vital records.
- 1236.26 Protection of vital records.
- 1236.28 Disposition of original vital records.

**Authority:** 44 U.S.C. 2104(a), 2904(a), 3101; E. O. 12656, 53 FR 47491, 3 CFR, 1988 Comp., p. 585.

##### **Subpart A—General**

##### **§ 1236.10 Purpose.**

This part prescribes policies and procedures for establishing a program for the identification and protection of vital records, those records needed by



agencies for continuity of operations before, during, and after emergencies, and those records needed to protect the legal and financial rights of the Government and persons affected by Government activities. The records may be maintained on a variety of media including paper, magnetic tape or disk, photographic film, and microfilm. The management of vital records is part of an agency's continuity of operations plan designed to meet emergency management responsibilities.

#### § 1236.12 Authority.

Heads of agencies are responsible for the vital records program under the following authorities:

(a) To make and preserve records containing adequate and proper documentation of the agency's organization, functions, policies, procedures, decisions, and essential transactions, and to furnish information to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities (44 U.S.C. 3101).

(b) To perform national security emergency preparedness functions and activities (Executive Order 12656).

#### § 1236.14 Definitions.

Basic records management terms are defined in 36 CFR 1220.14. As used in part 1236:

*Contingency planning* means instituting policies and procedures to mitigate the effects of potential emergencies or disasters on an agency's operations and records. Contingency planning is part of the continuity of operations planning required under Federal Preparedness Circulars and other guidance issued by the Federal Emergency Management Agency (FEMA) and Executive Order 12656.

*Cycle* means the periodic removal of obsolete copies of vital records and their replacement with copies of current vital records. This may occur daily, weekly, quarterly, annually or at other designated intervals.

*Disaster* means an unexpected occurrence inflicting widespread destruction and distress and having long-term adverse effects on agency operations. Each agency defines what a long-term adverse effect is in relation to its most critical program activities.

*Emergency* means a situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. This is generally of short duration, for example, an interruption of normal agency operations for a week or less. It may involve electrical failure or minor flooding caused by broken pipes.

*Emergency operating records* are that type of vital records essential to the continued functioning or reconstitution of an organization during and after an emergency. Included are emergency plans and directive(s), orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records that assist agency staff in conducting operations under emergency conditions and for resuming normal operations after an emergency.

*Legal and financial rights records* are that type of vital records essential to protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, social security records, payroll records, retirement records, and insurance records. These records were formerly defined as "rights-and-interests" records.

*National security emergency* means any occurrence, including natural disaster, military attack, technological emergency, or other emergency, that seriously degrades or threatens the national security of the United States, as defined in Executive Order 12656.

*Off-site storage* means a facility other than an agency's normal place of business where vital records are stored for protection. This is to ensure that the vital records are not subject to damage or destruction from an emergency or disaster affecting an agency's normal place of business.

*Vital records* mean essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

*Vital records program* means the policies, plans, and procedures developed and implemented and the resources needed to identify, use, and protect the essential records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions or to protect the Government's rights or those of its citizens. This is a program element of an agency's emergency management function.

### Subpart B—Vital Records

#### § 1236.20 Vital records program objectives.

The vital records program is conducted to identify and protect those records that specify how an agency will operate in case of emergency or disaster, those records vital to the continued operations of the agency during and after an emergency or disaster, and records needed to protect the legal and financial rights of the Government and of the persons affected by its actions. An agency identifies vital records in the course of contingency planning activities carried out in the context of the emergency management function. In carrying out the vital records program agencies shall:

(a) Specify agency staff responsibilities;

(b) Ensure that all concerned staff are appropriately informed about vital records;

(c) Ensure that the designation of vital records is current and complete; and

(d) Ensure that vital records and copies of vital records are adequately protected, accessible, and immediately usable.

#### § 1236.22 Identification of vital records.

Vital records include emergency plans and related records that specify how an agency is to respond to an emergency as well as those records that would be needed to continue operations and protect legal and financial rights. Agencies should consider the informational content of records series and electronic records systems when identifying vital records. Only the most recent and complete source of the vital information needs to be treated as vital records.

#### § 1236.24 Use of vital records and copies of vital records.

Agencies shall ensure that retrieval procedures for vital records require only routine effort to locate needed information, especially since individuals unfamiliar with the records may need to use them during an emergency or disaster. Agencies also shall ensure that all equipment needed to read vital records or copies of vital records will be available in case of emergency or disaster. For electronic records systems, agencies also shall ensure that system documentation adequate to operate the system and access the records will be available in case of emergency or disaster.

#### § 1236.26 Protection of vital records.

Agencies shall take appropriate measures to ensure the survival of the vital records or copies of vital records in



case of emergency or disaster. In the case of electronic records, this requirement is met if the information needed in the event of emergency or disaster is available in a copy made for general security purposes, even when the copy contains other information.

(a) *Duplication.* Computer backup tapes created in the normal course of system maintenance or other electronic copies that may be routinely created in the normal course of business may be used as the vital record copy. For hard copy records, agencies may choose to make microform copies. Standards for the creation, preservation and use of microforms are found in 36 CFR part 1230, Micrographic Records Management. The Computer Security Act of 1987 (40 U.S.C. 759, Pub. L. 100-235), OMB Circular A-130, and 36 CFR part 1234, Electronic Records Management, and 41 CFR part 201, subchapter B, Management and Use of Information and Records, specify protective measures and standards for electronic records.

(b) *Storage.* When agencies choose duplication as a protection method, the copy of the vital record stored off-site is normally a duplicate of the original record. Designating and using duplicate copies of original records as vital records facilitates destruction or deletion of obsolete duplicates when replaced by updated copies, whereas original vital records must be retained for the period specified in the agency records disposition schedule. The agency may store the original records off-site if protection of original signatures is necessary, or if it does not need to keep the original record at its normal place of business.

(c) *Storage considerations.* Agencies need to consider several factors when deciding where to store copies of vital records. Copies of emergency operating vital records need to be accessible in a very short period of time for use in the event of an emergency or disaster. Copies of legal and financial rights records may not be needed as quickly. In deciding where to store vital records copies, agencies shall treat records that have the properties of both categories, that is, emergency operating and legal and financial rights records, as emergency operating records.

(1) Under certain circumstances, Federal records centers (FRC's) may store copies of emergency operating vital records. FRC's will store small volumes of such records, but may not be able to provide storage for large collections or ones requiring constant recycling of the vital records, except under reimbursable agreement. Prior to preparing the records for shipment, the

agency must contact the FRC to determine if the center can accommodate the storage requirements and return copies in an acceptable period of time.

(2) The off-site copy of legal and financial rights vital records may be stored at an off-site agency location or, in accordance with § 1228.156 of this chapter, at an FRC.

(3) When using an FRC for storing vital records that are duplicate copies of original records, the agency must specify on the SF 135, Records Transmittal and Receipt, that they are vital records (duplicate copies) and the medium on which they are maintained. The agency shall also periodically cycle (update) them by removing obsolete items and replacing them with the most recent version, when necessary.

(4) Agencies that transfer permanent, original vital records maintained on electronic or microform media to the custody of the National Archives may designate such records as their off-site copy. That designation may remain in effect until the information in such transferred records is superseded or becomes obsolete.

#### § 1236.28 Disposition of original vital records.

The disposition of original vital records is governed by records schedules approved by NARA (see part 1228, Disposition of Federal Records). Original records that are not scheduled may not be destroyed or deleted.

Dated: May 30, 1995.

Trudy Huskamp Peterson,

Acting Archivist of the United States.

[FR Doc. 95-13951 Filed 6-6-95; 8:45 am]

BILLING CODE 7515-01-P

## ENVIRONMENTAL PROTECTION AGENCY

### 40 CFR Part 721

[OPPTS-50615A; FRL-4916-3]

RIN 2070-AB27

### Organotin Lithium Compound; Revocation of Significant New Use Rule

AGENCY: Environmental Protection Agency (EPA).

ACTION: Revocation of final rule.

**SUMMARY:** EPA is revoking a significant new use rule (SNUR) promulgated under section 5(a)(2) of the Toxic Substances Control Act (TSCA) for the chemical substance described generically as an organotin lithium compound which was the subject of

premanufacture notice (PMN) P-93-1119. EPA initially published this SNUR using direct final rulemaking procedures. EPA received adverse comments on this rule. Therefore, the Agency is revoking this rule, as required under the expedited SNUR rulemaking process. In a separate notice of proposed rulemaking in today's issue of the Federal Register, EPA is proposing a SNUR for this substance with a 30-day comment period.

**EFFECTIVE DATE:** This action is effective on June 7, 1995.

#### FOR FURTHER INFORMATION CONTACT:

Susan B. Hazen, Director, Environmental Assistance Division (7408), Office of Pollution Prevention and Toxics, Environmental Protection Agency, Rm. E-543B, 401 M St., SW., Washington, DC 20460, Telephone: (202) 554-1404, TDD: (202) 554-0551.

**SUPPLEMENTARY INFORMATION:** In the Federal Register of May 27, 1994 (59 FR 27474), EPA issued several direct final SNURs including a SNUR for the substance described generically as organotin lithium compound, PMN P-93-1119. As described in 40 CFR 721.160, EPA is revoking the rule issued for P-93-1119 under direct final rulemaking procedures because the Agency received adverse comments. Pursuant to § 721.160(c)(3)(ii), EPA is proposing a revised SNUR for this chemical substance elsewhere in today's issue of the Federal Register. For details regarding EPA's expedited process for issuing SNURs, interested parties are directed to 40 CFR part 721, subpart D. The record for the direct final SNUR which is being revoked was established at OPPTS-50615. That record includes information considered by the Agency in developing the rule and includes the adverse comments to which the Agency is responding with this notice of revocation. The docket control number for the revocation is OPPTS-50615A. For more information, refer to the proposal published elsewhere in today's issue of the Federal Register. The relevant portions of the original docket for the direct final SNUR are being incorporated under OPPTS-50615B, which is established for the proposed rule.

A public version of the record without any confidential business information is available in the TSCA Nonconfidential Information Center (NCIC) from 12 noon to 4 p.m., Monday through Friday, except legal holidays. The TSCA NCIC is located in Rm. NE-B607, 401 M St., SW., Washington, DC 20460.

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

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*National Archives*

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## MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCE MANAGERS: Government Information Locator Service and Privacy Act Notices

In December 1994 OMB issued Bulletin 95-01, establishing the Government Information Locator Service (GILS). The bulletin lists three categories of information resources that are to be described on GILS: automated information systems, Privacy Act systems, and information dissemination products.

There has been considerable concern expressed by many Federal agencies about the requirement to describe Privacy Act systems on GILS. Agencies already have the responsibility under the Privacy Act to identify their Privacy Act systems through notices in the Federal Register. Agencies consider the responsibility to describe Privacy Act systems on GILS as well as in the Federal Register to be redundant.

We discussed this dual reporting responsibility with OMB and we have agreed that it is an unnecessary burden for agencies to describe by the end of 1995 all of their Privacy Act systems on GILS. As an alternative to describing the systems on GILS, we have entered into an agreement to have the Federal Register Privacy Act notices made available on GPO Access, a Z39.50 compliant server. OMB has agreed that this will fulfill agencies' responsibility for describing their Privacy Act systems on GILS for 1995.

Accordingly, agencies are not required to describe their Privacy Act systems on GILS in 1995. However, we suggest that each agency create one GILS record to indicate to users that their Privacy Act systems are described on GPO Access.

This is an interim solution to the dual reporting requirement. We will continue to pursue an appropriate long-term solution for 1996 and beyond.

Any questions or comments concerning GILS may be directed to our GILS information line. The telephone number is 301-713-7100, ext. 255. Internet inquiries may be sent to [GILS@ARCH2.NARA.GOV](mailto:GILS@ARCH2.NARA.GOV).

*James W. Moore*  
JAMES W. MOORE  
Assistant Archivist for  
Records Administration

62-37683-266

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*National Archives at College Park*

8601 Adelphi Road

- College Park, MD 20740-6001

NI

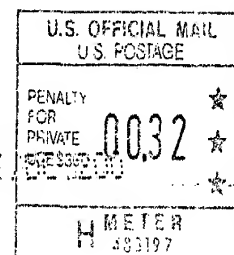
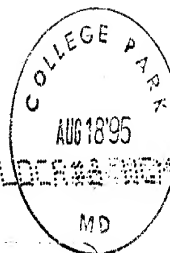
OFFICIAL BUSINESS

Penalty for Private Use, \$300

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[Redacted]  
Acting Records Officer  
Department of Justice  
Federal Bureau of Investigation  
J.E. Hoover Bldg., Room 5342  
10th & Pennsylvania Ave., NW  
Washington, DC 20535



687

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

SEP 12 1995

*National Archives*

NI 22.95

## MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCES MANAGERS: Government Information Locator Service Implementors' Forum

The National Archives and Records Administration and the Defense Technical Information Center are hosting a GILS IMPLEMENTORS' FORUM on September 21 in the auditorium at the National Archives at College Park (Archives II). The purpose of the forum is to answer the technical questions that implementors are addressing as they establish GILS-compliant servers on the Internet. The forum is free of charge and will begin at 9:00 a.m. It should end no later than 5:00 p.m.

Our panel of experienced implementors will include [redacted] from USGS and consultants [redacted]. We would like to build the agenda around your technical implementation questions and concerns. To have your questions considered during the agenda planning, please send them to [redacted] at [redacted] or call [redacted]. This will enable us to address those specific issues with which you are concerned.

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To register for the forum, please send an e-mail message to [GILS@arch2.nara.gov](mailto:GILS@arch2.nara.gov) or call (301) 713-6677 x255 (the GILS Information Line). Please leave your name, agency affiliation, telephone number, and e-mail address. If you are registering for others, please leave the requested information for everyone who wants to attend. We do NOT plan on sending confirmation notices, but we need a head count for logistical planning.

If you have questions, you can leave a message on the GILS Information Line (301) 713-6677 x255 and we will get back to you.

*James W. Moore*  
JAMES W. MOORE  
Assistant Archivist  
for Records Administration

62-37683-267

*National*  
*Archives at College Park*

8601 Adelphi Road  
College Park, MD 20740-6001

NI

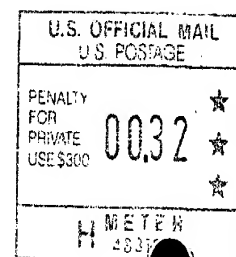
OFFICIAL BUSINESS

Penalty for Private Use, \$300

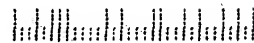
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Department of Justice  
Federal Bureau of Investigation  
J.E. Hoover Bldg., Room 5342  
10th & Pennsylvania Ave., NW  
Washington, DC 20535



4933





# Washington National Records Center

Washington, DC 20409

687 September 26, 1995

*National Archives*

Dear Records Officer:

Enclosed are Notices of Intent to Destroy Records for records scheduled to be destroyed January 1996.

Please review these notices immediately.

Notify us immediately if the records are incorrectly scheduled for destruction or must be retained for pending litigation or claims. You must notify us in writing and provide an explanation of why the records should be retained. You must include a proposed date for destruction. I recommend that you call us as soon as you know that an accession or portion of one must be retained and follow up with the letter. The name and telephone of the staff member to contact is listed below.

Record Groups  
015 through 221  
235 through 527

Name

Telephone number

--

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On some notices you will see a three line description of the records in the block labeled series description. This reflects the way information is now entered on our Accession Number Master List (01 Report). On the first line the initial number is the first box, the second number is the last box and the third number is the ending date of the records. The date is year followed by month. ~~The remaining information describes the type of records.~~ Information on accessions not entered in the new format appears on the notices as it always has.

Sincerely,

*Stephen O. Cooper*

Stephen O. Cooper, Acting Chief  
Accession and Disposal Branch

62-27682-268

1-ENCLOSURE

Enclosure(s)

ENCLOSURE ATTACHED

CLASP NO. 90  
8x12

62-37683-268

ENCLOSURE

# NOTICE OF INTENT TO DESTROY RECORDS

DATE OF NOTICE

10/01/95

DISPOSAL DATE

199601

## RECORDS DESCRIPTION

ACCESSION NUMBER

065-91-0002

SUBGROUP

DISPOSAL AUTHORITY

GRSN/6/1A

VOLUME (Cu. ft.)

106.000

## SERIES DESCRIPTION

SITE AUDIT

8-9/89

## ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS  
CENTER

WASHINGTON, DC 20409

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

## REMARKS

LOCATION 16-55-22-1-5 16-55-26-5-2

THOMAS B. DUDNEY

FBI - INFO MGMT DIVISION

J. EDGAR HOOVER BLDG - ROOM 5342

10TH & PENNSYLVANIA AVE., N. W.

WASHINGTON

DC 20535



# NOTICE OF INTENT TO DESTROY RECORDS

DATE OF NOTICE

10/01/95

DISPOSAL DATE

199601

## RECORDS DESCRIPTION

ACCESSION NUMBER

065-93-0012

SUBGROUP

DISPOSAL AUTHORITY

GRSN/22/2

VOLUME (Cu. ft.)

5.000

## SERIES DESCRIPTION

AUDIT CASE FILE

87

## ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS

CENTER

WASHINGTON, DC 20409

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

## REMARKS

LOCATION 02-46-43-5-1 02-46-43-5-5

THOMAS B. DUDNEY

FBI - INFO MGMT DIVISION

J. EDGAR HOOVER BLDG - ROOM 5342

10TH & PENNSYLVANIA AVE., N. W.

WASHINGTON

DC 20535

# NOTICE OF INTENT TO DESTROY RECORDS

DATE OF NOTICE

10/01/95

DISPOSAL DATE

199601

## RECORDS DESCRIPTION

ACCESSION NUMBER

065-91-0001

SUBGROUP

DISPOSAL AUTHORITY

GRSN/6/1A

VOLUME (Cu. ft.)

249.000

## SERIES DESCRIPTION

SITE AUDIT

3-7/89

## ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS  
CENTER

WASHINGTON, DC 20409

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

## REMARKS

LOCATION 18-04-31-4-6 18-04-51-4-2

THOMAS B. DUDNEY

FBI - INFO MGMT DIVISION

J. EDGAR HOOVER BLDG - ROOM 5342

10TH & PENNSYLVANIA AVE., N. W.

WASHINGTON

DC 20535

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# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

December 4, 1995

[redacted]  
b6 Department of Justice  
b7C Federal Bureau of Investigation  
J.E. Hoover Bldg., Room 5342  
10th & Pennsylvania Ave., NW  
Washington, DC 20535

Dear [redacted]

In the spirit of the National Performance Review, the Office of Federal Records Centers of the National Archives and Records Administration is working to serve its customers in the best possible manner. A majority of our field offices recently held focus groups with a cross-section of their customers to find out more about our customers' needs and whether or not we, as an agency, are meeting those needs.

Some or one of your field office staff participated in these focus groups. In the interest of open communication, we are forwarding a copy of each of the focus group reports in which your field office staff members participated. Each report was prepared by one of our FRCs, based on information exchanged at the meeting. The contents of each focus group report has been beneficial to us, and we believe they may serve your needs as well.

Our field offices plan to hold customer focus groups on a biannual basis. As field representatives from your Agency attend, my Office will continue to forward a copy of the resulting focus group report to you. We are also enclosing the recently revised NARA Customer Service Plan. As our customer, we want you to be aware of our customer service standards.

b6 If you have any questions about the enclosed report or our focus  
b7C group experiences, please contact [redacted] of my staff on [redacted]. As a member of NARA's Customer Service Committee, she also can answer any questions you might have about our Customer Service Plan.

Sincerely,

62-37683-269

*David F. Peterson*  
DAVID F. PETERSON  
Assistant Archivist for  
Federal Records Centers

ENCLOSURE 1 - Detached  
Enclosures (2)

# National Personnel Records Center



## Customer Service Focus Group

September 8, 1995

Civilian Records Facility  
St. Louis, Missouri

62-37683-269

ENCLOSURE

## **Customer Service Focus Group September 8, 1995**

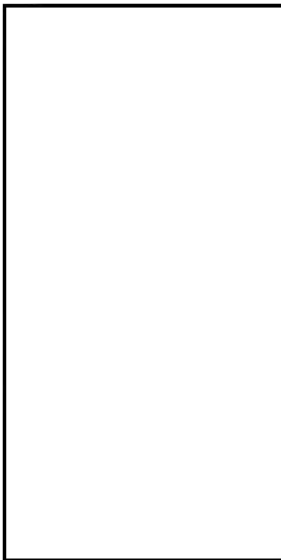
Management officials from the National Personnel Records Center, Civilian Personnel Records facility (CPR) hosted a customer focus group on September 8, 1995. This program was held in conjunction with the FY 95 customer service goals and initiatives program.

The purpose of this focus group was to measure the level of customer satisfaction with CPR, as well as to discuss ideas for future improvements. This meeting was held as a "round table" discussion, allowing active participation and a free exchange on all topics.

The following customer agency representatives were in attendance:

### **Representative**

### **Agency**



Defense Mapping Agency  
Department of Army Reserve Personnel Center  
Department of Veterans Affairs  
Federal Bureau of Investigation  
Federal Reserve Bank  
Immigration & Naturalization Service  
IRS Memphis Service Center  
IRS Memphis Service Center  
Marine Corps Liaison Office  
Navy Liaison Office  
Navy Liaison Office  
Office of Personnel Management

The following NPRC officials were also in attendance:

### **Official**

### **Title**

Paul D. Gray	Assistant Director for Civilian Records
William D. Bassman	Chief, Civilian Reference Branch
Victoria S. Gross	Assistant Chief, Civilian Reference Branch
Gary W. Caulder	Chief, Accession & Disposal Section
Christopher R. Bloomquist	Office Automation Coordinator

## Focus Group Process

1. A list of CPR's user agencies was developed with input from the various branches and the A&D Section. Eighteen agencies were targeted for inclusion in our group because of high reference activity. All those invited were actual agency contacts with whom we have ongoing communications. All were well versed in the types of records stored and reference service provided to their specific agencies.
2. Vicki Gross developed, with concurrence by Paul Gray, a one-page personalized letter to nineteen individuals at the targeted agencies. The letter briefly described the intent of the focus group, and was sent to each prospective participant on August 16, 1995. A copy of the letter used is attached.
3.  of the CPR Office Automation Staff contacted each invited guest in follow-up calls to develop a confirmed list of participants.
4. An agenda was prepared with input from each CPR Branch and the Assistant Director.

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## Focus Group Logistics and Organization

1. A notebook for each participant was prepared by the Office Automation Staff. The notebooks included an agenda of the day's topics and a handbook on records disposition and reference. The pockets of the notebooks contained the NARA Customer Service Plan, a brochure containing information on MPR, NARA's Strategic Directions, the CPR Records Holdings report, a brochure on the Electronic Bulletin Board System, brochures on various workshops offered by CPR, FY95 and FY96 workshop schedules, and information on the Centers Information Processing System (CIPS). A complete copy of the notebook used is attached.
2. The focus group was held in the CPR conference room. The focus group meeting was tape recorded for a detailed account of events.
3. Although the group was scheduled to begin at 9:00 a.m., participants began to arrive as early as 8:15 a.m. Prior to the start of the morning's proceedings, refreshments were provided by the CPR management for the enjoyment of the participants.
4. The session began at approximately 9:00 a.m. There were twelve participants from eleven different offices. Specific topics of discussion are detailed later in this report.
5. The focus group concluded at 11:45 a.m. with closing remarks by Paul Gray.

## Topics of Discussion

Paul Gray informed the group of the pending CPR reorganization. Specifically, he discussed the impending combination of the General Reference and Civilian Reference Branches into one Reference Service Branch. William Bassman, currently Chief of the Civilian Reference Branch, will serve as the Chief of the newly created branch. Paul then assured the group that this change will not adversely affect current levels of service.

All agency representatives relayed positive experiences with the level of service provided by CPR. In fact, the service was better than what had been expected. [redacted] (IRS) stated that from discussions with her peers she thought the service provided by CPR was much better than that provided by other record centers.

Gary Caulder led the discussion of records retirement procedures. All agency representatives indicated a high level of satisfaction with the CPR service. Gary asked the group for input which might enable his section to provide even better service. [redacted] (IRS) praised Gary for his assistance in processing their SF's-135. She referred to his assistance as being a "life saver".

[redacted] (IRS) questioned the need of providing projections for each shipment of records, especially since they already provide yearly projections. Gary explained that to contiguously file the tax returns, additional space must be reserved for the next quarter's returns. He also added that their projections assist us in managing space within the center. All participants agreed that the handling of SF's-135 was expeditious. This part of our operation was described by the group as "up-to-date", "very great", and "timely".

[redacted] (ARPERCEN) asked for a records retirement contact at the Military Personnel Records facility (MPR). Gary Caulder suggested [redacted] as the MPR contact.

Paul Gray introduced the subject of deficiency letters and asked if anyone had better ways to handle SF-135 problems. [redacted] (DMAAC) stated that personnel in her office had been upset after receiving a deficiency letter for what they considered a minor problem. She indicated that the deficiency could have been handled during a brief telephone conversation. Gary Caulder indicated that minor problems are normally handled by calling the records officer. He stressed the importance of an accurate commercial telephone number on each SF-135. But, in this particular case, as in many others, omission of the appropriate signature in item #2 of the SF-135 forces us to return it for completion.

[redacted] (INS) told us she was unaware she could retire records upon receipt of the SF-135. She cited an instance where her office had been waiting for "some sort of letter" authorizing them to ship the records. In the meantime, they had been moving records from place to place in the office because they were unaware of proper records retirement procedures. This confusion was straightened out during the session.

Paul Gray relayed the many processes involved in the retiring, maintaining, and disposing of records. The group was then asked how each of these processes was perceived. [redacted] (IRS) stated that her first experience with the disposal process was very difficult.

She further indicated that she and Gary Caulder had worked together and ironed out the problems. As a result, an excellent working relationship was established.

A discussion of reference service was led by Vicki Gross. She provided background information regarding our reference service to the IRS Service Centers in Memphis, TN, and Atlanta, GA. [redacted] (IRS) credited CPR officials, especially the IRS Section Chief, Michael Wiczek, as the reason for the lack of problems and continued excellent service. She stated that "we're one big happy family".

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Vicki Gross described reference services provided by the General Reference Branch (GRB). Agency representatives were given an opportunity to provide opinions regarding these services. [redacted] (Federal Reserve) offered praise for the continued excellent service, especially the cooperative effort of the General Purpose Section Chief, Barbara Foley. [redacted] (FBI) indicated that the "walk-in service is great". [redacted] (USMC) indicated his complete satisfaction with our expedient responses to requests for microfiche jackets. [redacted] (NAVY) stated that prior to 1991, she had problems retrieving records in a timely manner. She was pleased to report that in early 1991, these problems were corrected and since then, service has been "amazing". All attendees were provided the correct procedures for the retrieval of records in an emergency situation. The subject of late-flowing documents arose and pertinent instructions were issued.

Paul Gray put things into perspective by outlining the downsizing and buyouts, and resulting impact on our agency. He relayed that CPR had lost six employees due to the buyout and MPR had lost an additional fifty. He cited these events as the major reason for our increase in backlogs. The group was asked if they have noticed a recent increase in turn-around times. [redacted] (INS) expressed concerns about our contract mail system. She has noticed a lengthy delay between the date of the envelope's postmark and date of receipt. In addition, her office occasionally receives records intended for other agencies. We agreed to investigate the situation.

[redacted] (OPM), stated that her situation was unique, due to the fact that she was located at the CPR facility. She stated that whenever any problems arose, they were easily remedied by contacting CPR officials. She further stated that "not found items" were a problem in the past, but are no longer, due to the support provided by CPR.

Vicki Gross provided information regarding the Centers Information Processing System (CIPS). Chris Bloomquist answered numerous questions on this system. He pointed out information regarding CIPS contained in the books given to each participant, and provided his telephone number as a point of contact.

[redacted] (NAVY) posed questions regarding Department of Veterans Affairs (DVA) XC folders. Information regarding the current location of XC folders was provided, including the name and telephone number of a personal contact.



Vicki Gross spoke on the subject of outreach activities and workshops provided by CPR. Paul Gray explained that our workshop schedules and topics have been expanded in recent years and listed the subject matter for each. [ ] (USMC) asked who is responsible for records in the event of a disaster. He was informed that this would depend on who maintained custody of the records at the time of the disaster. Paul Gray then briefly explained the details of the disastrous 1973 fire at MPR. Everyone was encouraged to attend workshops that might be of interest to them. It was pointed out that pamphlets providing subjects of upcoming workshops and a listing of dates were included in the information books provided to each participant.

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Paul Gray discussed the development of new technologies and new computer systems. He explained our current NARS-5 system, which manages records, and space. In addition, the group learned that we are on a local area network (LAN) for internal e-mail and office automation, and connected externally to a wide area network (WAN) and the Internet.

Chris Bloomquist defined the "Subject Area Experts" program. He also discussed the newly published regulations about electronic mail (e-mail). He then asked about interest in other technology topics, such as electronic document imaging. [ ] (ARPERCEN) stated the Department of the Army is developing an electronic imaging system for the military personnel records. [ ] (Federal Reserve) said they recently began imaging US Treasury Checks and Money Orders. However, they continue to retire the original paper records to CPR. He indicated this project could have a significant impact on future reference requests.

The group was then asked to specifically address the disposition of electronic records. Chris Bloomquist pointed out that even though these records are not in paper form, disposal authorities still apply. [ ] (USMC) stated that the Marine Corps is going to an optical disk format in approximately six months. This new system would replace the current microfiche system. Chris explained that NARA is currently looking at the acceptance of optical disk for permanent records, but that the information detailed in NARA bulletin numbers 94-4 and 94-5 only relates to permanent records at this time. Paul Gray pointed out that additional questions will arise, such as, why retire paper if records are in digital form?

Chris Bloomquist asked if there is a need to provide storage for electronic records at CPR. [ ] [ ] (DMAAC) stated it would be better for her agency to keep electronic records on hand because they have the proper storage conditions to preserve the electronic media. Chris explained that NARA has a Center for Electronic Records. However, their mission is solely to maintain the integrity of permanently valuable electronic federal records. The group was asked to call Chris with any further questions regarding these subjects.

Reimbursable microfilm services were discussed. Paul Gray pointed out that experts are looking at the digital form to replace microfilm services. [ ] (DVA) felt that the electronic system would be helpful in the area of space, but also thought funding might be a problem. It was suggested that NARA be included in any future discussions of these issues.

Funding was the last item on our agenda. The IRS agreement was cited as an example of fee-for-service. It was noted that the accelerated retirement of agency records could not be done without this agreement. Postal Service records were another example given. The main question was, should NARA be charging for records storage and reference service, and what would be the impact on agencies? [redacted] (OPM) stated that if NARA began charging for services, OPM would then be forced to pass along that expense to its customers. She said, "If we have to pay to store records, we will have to charge the former employees rather than provide free services." Paul Gray asked if agencies might decide to use other types of storage or build their own record centers. [redacted] (DVA) indicated this would greatly impact veterans, and the DVA would have to "find funding somewhere". The group was asked how their agencies might react to paying fees. Everyone agreed that such actions would not be well received. In addition, [redacted] (DMAAC) expressed displeasure with the whole idea and asked if their agency should be charging for maps. Paul Gray pointed out the IRS finds it cheaper to maintain a reimbursable agreement with NARA, rather than building and staffing its own record centers. [redacted] (INS) added they are now "charging fees for services and have become self-supporting".

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Participants were informed that CPR currently operates with 80% direct-funds and only 20% reimbursable, as compared to regional federal record centers which are 40% direct-funded and 60% reimbursable.

A proposal to assess a preparation fee for the SF-135 was put to the group. [redacted] (DVA) said she thought her office might do this since this would alleviate the need for overtime. [redacted] (USMC) said he didn't think his office would be interested since they have adequate resources to provide that service. [redacted] added that NARA could provide expertise for better records retirement which would improve reference.

not quite any more

Paul Gray asked if the group would be in favor of future focus groups. All representatives indicated they liked the idea, particularly if future sessions could be structured to a particular customer's needs.

### Lessons Learned About The Focus Process

1. A relaxed atmosphere is essential. Participants are more likely to join the conversation and exchange ideas in a loosely structured environment.
2. In addition to recording the session on tape, it is helpful to have a person take notes. The combination of both techniques can provide a more complete accounting of events.
3. Always have the participants introduce themselves and tell a little about their agencies and the jobs they do. Everyone seems to be in a better mood when they learn they are not alone in their efforts.
4. Offer support in as many ways as possible. Provide contact names and telephone numbers. Let the group know we are here to help.

5. Develop homogeneous groups so that the session can be focused on specific Center services and allow for more interaction.

### **Concluding Remarks**

The majority of those in attendance expressed appreciation for the level of service provided by CPR employees. The General Purpose and IRS Section Chiefs, and A&D personnel received specific mention of praise.

Everyone agreed that the session had been beneficial. Agency representatives were appreciative of the opportunity to openly express themselves and look forward to future sessions. Continued exchange of information and ideas is essential to further enhance our customer service mission.

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